

Norma Young
P.R. office

SOUTHERN MISSIONARY COLLEGE

1968-1969 CATALOG

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1969**

**COLLEGEDALE
TENNESSEE**

At Your Service . . .

Inquiries by mail or telephone should be directed as follows:

SOUTHERN MISSIONARY COLLEGE

Collegedale, Tennessee 37315

Telephone 615 396-2111

ADMISSIONS and REGISTRATION—To the *Director of Admissions and Records*, Extension 312

MATTERS OF GENERAL INTEREST—To the *President*, Extension 222

MATTERS OF RESIDENCE HALL LIVING—To the *Dean of Students*, Extension 232

Women's Residence Hall

Men's Residence Hall

PUBLIC RELATIONS AND DEVELOPMENT—To the *Director of Public Relations and Development*, Extension 252

SCHOLASTIC MATTERS—To the *Academic Dean*, Extension 212

STUDENT FINANCE—To the *Director of Student Finance*, Extension 322

Although overnight accommodations are limited, parents and other friends of Southern Missionary College are cordially invited to visit the campus. The Public Relations Office will gladly arrange for you to see the college facilities and visit classes or other activities. Administrative offices are open from 8:30 A.M. to 5:00 P.M., Monday through Thursday and until 1:00 p.m. on Friday and Sunday.

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BULLETIN OF SOUTHERN MISSIONARY COLLEGE

COLLEGEDALE, TENNESSEE 37315



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Academic Calendar

Southern Missionary College

1968-69

SUMMER, 1968

JUNE

- 3-8 Youth Leadership Conference
- 4-14 General Conference Curriculum Revision Committee
- 6-July 6 Field School of Evangelism, Jacksonville, Florida
- 9 Summer Session begins

AUGUST

- 2 End of Summer Session
- 3 Summer Session Commencement
- 20-27 Quadrennial College Teachers' Convention

FALL SEMESTER, 1968

SEPTEMBER

- 2, 3 Faculty Colloquium
- 5, 6 Freshman Orientation
- 8, 9 Registration for Fall Semester
- 10 Classes begin
- 20, 21 MV Weekend
- 27, 28 Religion Retreat

OCTOBER

- 2-5 Southern Union Bible Conference
- 8 Missions Promotion
- 11, 12 Alumni Homecoming
- 11-14 Nurses to Florida and Madison
- 18-25 Fall Week of Spiritual Emphasis

NOVEMBER

- 8 End of Mid-Term
- 12-14 Teacher Education Recruitment
- 15, 16 Georgia-Cumberland Youth Conference
- 18-21 Social Ethics Week
- 26 Thanksgiving Vacation begins, Tuesday, 12:20 P.M.

DECEMBER

- 1 Thanksgiving Vacation ends, Sunday, 10:30 P.M.
- 8 Graduate Record Examinations (January graduates), Sunday, 8:00 A.M.
- 19 Christmas Vacation begins, Thursday, 12:20 P.M.

JANUARY

- 5 Christmas Vacation ends, Sunday, 10:30 P.M.
- 20-23 Semester Examinations

SPRING SEMESTER, 1969

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JANUARY

- 26, 27 Registration
- 28 Classes begin

FEBRUARY

- 3-7 MV Student Week of Prayer
- 20 Senior Recognition

MARCH

- 7-14 Spring Week of Spiritual Emphasis
- ~~21~~ Mid-Term
- 26 Spring Vacation begins, Wednesday, 12:20 P.M.

APRIL

- ~~1~~ Spring Vacation ends, Tuesday, 10:30 P.M.
- 13-14 College Days
- 20 Graduate Record Examinations (Spring graduates), Sunday, 8:00 A.M.

MAY

- 2-4 Senior Retreat
- 26-29 Semester Examinations
- 30-June 1 Commencement Weekend

SUMMER SESSION, 1969

JUNE

- 15 Registration
- 29 Graduate Record Examinations (Summer graduates), Sunday, 8:00 A.M.

AUGUST

- 8 End of Summer Session
- 9 Commencement Exercises

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THIS IS SOUTHERN MISSIONARY COLLEGE

PHILOSOPHY AND OBJECTIVES

The educational philosophy of Southern Missionary College is best defined by the words *Intellect*, *Character*, and *Health*. The harmonious development of these characteristics in each student is the educational goal of the College.

SMC recognizes that intellectual competence is not alien to nor incompatible with a sincere Christian faith. On the contrary, the mental powers must be awakened if the Christian is to perceive the true nature of man and his relationship to God the Creator and to his fellow men. The development of the intellect means more than the pursuit of scientific data or the acquisition of historical facts. *"Every human being, created in the image of God is endowed with a power akin to that of the Creator, individuality, power to think and to do. . . It is the work of true education to develop this power; to train the youth to be thinkers, and not mere reflectors of other men's thought. . . Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen. Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions."* E. G. White

Education at SMC is also concerned with the development of character as a code of moral and spiritual values in terms of which things or events may be judged as good or bad—right or wrong. Christian character reveals principles and standards by which man may recognize the imperative nature of duty to God and man. It demonstrates great-mindedness as the basis of tolerance; gentleness and humility as the antidote to pride and arrogance; dependability as the power to make one's talents trusted; and motivation which gives form and intensity to effort.

The highest development of intellect and character is possible only if the body is physically fit. The mind cannot be disembodied and is therefore influenced greatly by the physical condition of the body. The development of intellect, character, and health must be considered as inseparable goals when providing for the student's total growth experience.

The Bible is accepted as the perfect standard of truth. The greatness of education must not be measured with the trappings of life, which are the product of scientific and technical achievement. These may well become the false symbols of civilization and the pagan idols of our age. Education is intended to preserve, transmit, and advance knowledge, but SMC also undertakes to develop competent Christian men and women with high moral principles who will readily identify themselves with a redemptive approach to the world's needs.

THIS IS SMC

In harmony with this general statement of philosophy, the objectives of the College are:

- ▶ *Spiritual*—To acquaint the student with rays of truth emanating from the Sun of Righteousness, which will encourage the development of inner spiritual resources as a basis for the solution of his personal problems; to foster a sense of loyalty and devotion to God and nation; and to prepare responsible Christian citizens for participation in the program of the Seventh-day Adventist Church.
- ▶ *Intellectual*—To provide selected knowledge of classified facts and relationships which will help the student to sharpen his perceptions, to cultivate his powers of analysis, to develop the ability to use the scientific method of inquiry, to learn the habit of holding a valuable point of view; and to develop great-mindedness as opposed to dogmatism, intellectual smugness, and intolerance.
- ▶ *Ethical*—To inculcate concepts of Christian ethics and morality and to inspire tolerance of the rights and opinions of others.
- ▶ *Social*— To encourage the development of a well-balanced personality through participation in group activities, and to instill an appreciation of Christian graces and principles governing behavior.
- ▶ *Aesthetic*—To inspire an appreciation for that which is elevating and beautiful as revealed through God's handiwork and the best in the fine arts, and to nurture the creative talent of the student.
- ▶ *Civic*—To stimulate intelligent observation of world affairs, and to prepare responsible citizens for participation and leadership in a free society.
- ▶ *Health*—To develop attitudes and encourage practices which foster mental health and physical fitness.
- ▶ *Vocational*—To provide opportunity for work experience and vocational training as an integral part of the total educational experience in order to teach the student that labor is God-given, dignified and an aid to character development as well as a means of financial support.

"Our todays are the blocks with which we build our future. If these are defective, the whole structure of our life will correspond. Your future will be exactly what you put into your todays." E. G. White

HISTORY

In 1892 the educational venture that developed into Southern Missionary College had its beginning in the Seventh-day Adventist Church in the small village of Graysville, Tennessee. The school became known as Graysville Academy. In 1896 the name was changed to Southern Industrial School and five years later to Southern Training School.

In 1916, because of limited acreage available for further expansion of plant facilities, the school was moved to the Thatcher farm in Hamilton County, Tennessee. The name "Collegedale" was given to the anticipated community. At its new location the school opened as Southern Junior College and continued as such until 1944 when it achieved senior college status and the name was changed to Southern Missionary College. Through the ensuing years the College has become known to its alumni and friends as SMC.

SETTING

SMC is unique in its location. The main campus is nestled in the pleasing Collegedale valley, surrounded by some seven hundred acres of school property. The quietness and beauty of its peaceful surroundings is in keeping with the educational philosophy of its governing organization.

The community and campus post office address is Collegedale which is located eighteen miles east of Chattanooga and three miles from Ooltewah off Interstate Highway 75 (formerly U. S. 11 and 64). The Southern Railway line passes through the north side of the campus. A bus service operated by the Cherokee Lines serves the college campus.

The Orlando campus situated in Florida's "City Beautiful" at the Florida Sanitarium and Hospital provides additional clinical facilities for the baccalaureate program of the Division of Nursing. The Madison campus at Madison, Tennessee, offers many of the clinical facilities used in the Associate in Science program in nursing and the Medical Record Technology program.

CHURCH AFFILIATION

SMC is a coeducational Christian liberal arts college supported by the members of the Seventh-day Adventist Church residing in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. These states comprise the Southern Union Conference of Seventh-day Adventists. The members of the controlling Board of Trustees are elected quadrennially by the constituency of the Southern Union Conference.

ACCREDITATION AND MEMBERSHIPS

SMC is accredited by the Southern Association of Colleges and Schools and is approved by the Tennessee State Board of Education for the preparation of secondary and elementary teachers.

The curriculum of the Division of Nursing, including Public Health Nursing, is accredited by the National League of Nursing

THIS IS SMC

as surveyed by the Collegiate Board of Review. It is an agency member of the Department of Baccalaureate and Higher Degree Programs of the Division of Nursing Education of the National League for Nursing. It is also accredited by the Tennessee Board of Nursing, and recognized by the Florida State Board of Nursing.

The College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, the American Council on Education, the Tennessee College Association, and the American Association of Colleges for Teacher Education.

ACADEMIC PROGRAM

The academic program consists of nineteen departments offering twenty-five majors and twenty-two minors in which students may qualify for the baccalaureate degree. Students may pursue programs of study leading to the Bachelor of Arts, Bachelor of Science and Bachelor of Music degrees. Various pre-professional and terminal curricula are available to students wishing to qualify for admission to professional schools and to those wishing to take a two-year terminal program of a technical or vocational nature.

THE FACULTY

The faculty determines the quality of the academic program. The average teaching experience achieved of approximately eighteen years, the thirty some major universities attended in securing advanced degrees, and the varied interests and backgrounds of SMC instructors ensure teaching excellence and a rich cultural environment. A commitment to learning enables SMC teachers to keep abreast of new knowledge in their respective fields, and through research discover the pleasure of exploring those areas of knowledge yet unknown.

The aim of the College is to achieve a closeness of teacher and student which will encourage the student to expand his interests and deepen his learning experiences by chatting informally with his instructors in the offices or on the campus. The faculty consists of well-trained men and women devoted to teaching and academic advising in their areas of specialization.

SMC STUDENTS

Approximately seventy percent of the students of SMC come from the eight states comprising the Southern Union Conference of Seventh-day Adventists. However, more than twenty-five additional states and eight to ten overseas countries are also represented in the college community. Generally the student group is fairly equally divided between men and women.

It is significant to note that in recent years SMC freshmen students scored above the national average on the Scholastic College Ability

Test. Even more noteworthy is the observation that over forty per cent of SMC graduates are sufficiently motivated to take graduate or professional training. In anticipation of advanced training, a number of graduates have qualified for scholarships and fellowships, including awards from the National Science Foundation, the National Defense Graduate Fellowship program, and the Woodrow Wilson Foundation.

Former SMC students are now serving in the ministerial, teaching, medical, and other services of the Seventh-day Adventist Church at home and abroad. Others are engaged in business pursuits, government service, research activities, private and institutional medical services, and in the teaching professions on all levels.

FACILITIES

Administration Building—Completed in the spring of 1967, this facility houses all the major administrative offices. Academic, business, and student personnel offices are located in the two story colonial structure. The third floor will be completed at a later date as part of the second phase of the building program.

Lynn Wood Hall—The instructional building, named in honor of Dr. Lynn Wood, president of the College from 1918-1922, is a three-story structure housing teachers' offices and classroom facilities.

Daniells Memorial Library—The A. G. Daniells Memorial Library was completed in 1945. This is a modern library containing more than forty-eight thousand books and about three hundred and fifty current periodicals conveniently arranged and adequately housed for study, reference, and research.

Hackman Hall—Earl F. Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the Division of Natural Sciences. The first phase of this building was completed in 1951. An addition, comparable in size to the first unit, was completed in 1961.

Miller Hall—The Harold A. Miller Hall, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium equipped with a Baldwin grand piano and a Schantz pipe organ installed in 1962. The building was named in honor of Harold A. Miller, who for many years headed the Music Department.

Maude Jones Hall—Recently completed, Maude Jones Hall provides facilities for 510 women. This three-story building is carpeted and air conditioned throughout with a bath between each two student rooms.

Talge Hall—Formerly the women's residence hall, this building has been converted to accommodate approximately 400 men. This modern, fireproof structure was completed in 1961 to house 275 students. In 1964 a new wing was completed to house an additional 125 students. The spacious and beautiful chapel with adjoining prayer rooms, the

THIS IS SMC

parlors, the kitchenette, and the infirmary facilities are but a few of the attractive features which provide for enjoyable and comfortable living.

College Auditorium—This building serves for chapel and assemblies. It is owned by the Georgia-Cumberland Conference and has a seating capacity of 1,200. A Hammond electric organ and a full concert Baldwin grand piano are part of the equipment.

Spalding Elementary School—This modern one-story elementary school is named for Arthur W. Spalding. The six classrooms, auditorium, and recreation room serve as a vital part of the teacher-training program and in the education of the boys and girls residing in Collegedale.

Home Arts Center—This building houses the Cafeteria on the upper floor and Ellens' Hall (Home Economics Department) on the lower floor. The building is modern and nicely appointed throughout.

McKee Hall—This modern, well-equipped Industrial Arts facility completed in the summer of 1964, was a gift of the McKee Baking Co. The one-story brick structure contains teacher offices, a classroom, and auto mechanics, welding, drafting, machine shop and printing labs.

Physical Education Building—This new facility, made possible by the Committee of 100 for the development of Southern Missionary College, incorporates the latest advancements in design and equipment. It contains a large gymnasium with three basketball courts, a classroom, teacher offices, shower facilities, and a fully enclosed olympic size swimming pool. The pool was contributed by the students who raised \$30,000 in a special campaign to finance the project.

Collegedale Church—The new Collegedale church, completed in the fall of 1965, is the spiritual home of the students and faculty of Southern Missionary College and the residents of the local community. Of modern architecture, the church seats approximately 1,800 in the main sanctuary, in addition to Sabbath School rooms and offices for the pastor and assistant pastor.

Collegedale Academy—This building contains all the facilities for operating the day program of the secondary laboratory school. The academy serves commuting students from Hamilton and Bradley counties.

College Plaza—The beautiful College Plaza shopping center completed in the spring of 1963 contains the College Super-Market, Southern Mercantile, Collegedale Distributors, Campus Kitchen, Georgia-Cumberland Conference Branch Book and Bible House, Washateria, Barber Shop, Beauty Parlor, Collegedale Credit Union, Collegedale Insurance, U.S. Post Office, and a modern service station.

Auxiliary and Vocational Buildings—The auxiliary and vocational buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, and Bindery.

Student Apartments—The college maintains a number of housing units as well as a trailer park for married students. Additional facilities are available in the community.

STUDENT LIFE AND SERVICES

A college is not only classroom instruction but also a mode of association. The effectiveness of the college program is enhanced if students choose to develop their particular interests and to meet their needs through significant participation in the non-academic activities provided. Advisers are available to give counsel and direction in planning the total college program. Students are encouraged to take advantage of the facilities and opportunities planned for their cultural, social, and spiritual growth.

RESIDENCE HALL LIVING

Living in a college residence hall with its daily and inevitable "give and take" prepares the student to meet the vicissitudes of life with equanimity, teaches respect for the rights and opinions of others, and affords a first hand experience in adjusting to a social group.

To assure students this beneficial experience, the College requires those unmarried and not living with their parents in the vicinity to reside in one of the halls, Jones or Talge, with a capacity of 500 and 400 respectively.

DINING

For the promotion of student health and simultaneous cultural development, SMC provides a complete cafeteria service, organized to serve the student's schedule with utmost consideration. Outstanding service by the cafeteria staff is available for the many student and faculty social functions of the school year.

The modern decor of the spacious dining hall makes it an inviting center of the social and cultural life of the College. An auxiliary dining room is available for meetings of various student or faculty organizations.

HEALTH SERVICE

The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular office hours are maintained by the service director. The College Physician is on call at the Clinic which is located on the campus.

The room rental charge for residence hall students covers the cost of routine services and non-prescription medications, infirmary care, and health and accident insurance as provided under the College group plan. In case of major illness, students may be referred to off-campus hospital facilities. The residence hall student when accepted will be supplied with a brochure in which complete information is given concerning the benefits of the health and accident insurance group plan. The College is not responsible for injuries sustained on or off the campus, but is prepared to render first aid assistance as needed.

STUDENT LIFE AND SERVICES

It is required that all new students submit to a medical examination before coming to SMC. The medical examination form sent out with the acceptance letter must be used by the examining physician and returned to the College.

GUIDANCE AND COUNSELING SERVICE

During registration each student is assigned a curriculum adviser to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions.

Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible.

Students with personal problems who wish assistance from a professional counselor should consult the Dean of Students or Director of Counseling Services. Personnel trained in psychology and counseling are available to those with serious social and personal problems.

The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to take advantage of the testing service as a means of obtaining information useful in choosing a profession or occupation.

ORIENTATION PROGRAM

SMC has a personal interest in the success of the student desiring a college education. There is much that the student must do for himself in getting acquainted with the academic, social, and religious life of the College by perusing this bulletin and the social policy handbook *SMC and You*. Instruction and counsel is given which will help the student better understand the college program and what is expected of him as a citizen of the college community.

Orientation for new students is held prior to the opening week of the fall term. It includes examinations and instruction helpful in course planning. The student is introduced to the facilities, purposes, and functions of the college. Social occasions are also provided when students may meet faculty members and fellow students. All new and transfer students are required to attend the orientation program.

STUDENT EMPLOYMENT SERVICE

The College operates a variety of auxiliary and vocational services and enterprises where students may obtain part-time employment

STUDENT LIFE AND SERVICES

to defray a portion of their school expenses. Opportunities to engage in productive and useful labor can help to develop character traits of industry, dependability, initiative and thrift. Students may also take advantage of these employment opportunities to acquire vocational skills by contacting The Director of Student Finance.

Employment grades are issued regularly by the superintendents of the several enterprises and services. These grade reports become a part of the student's permanent file and are available for study by prospective employers. Students who accept employment assignments are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangement, or notification of illness is sufficient reason for disciplinary action or discharge.

Residence hall students may not secure off-campus employment without permission of the Dean of Students.

SENIOR PLACEMENT SERVICE

One of the personnel services of the College is that of assisting graduates in securing appointments for service. The Placement Service distributes information concerning each senior student to a wide list of prospective employers. The Academic Dean serves as the liaison officer in bringing graduate and employer together.

STUDENT ASSOCIATION

Every student at SMC is a member of the Student Association, with voting privileges in the election of officers. Opportunities for leadership development and for cooperation in achieving the objectives of SMC are afforded by the Association. The Association assists the College administration and faculty in the implementation of policies and assumes responsibility in giving direction to campus activities entrusted to it.

The Association's activities are coordinated and communicated through the Student Senate and its several committees. The activities include the publishing of the biweekly newspaper, *Southern Accent*; the yearbook, *Southern Memories*; the chapel announcement sheet, *Campus Accent*; and the student-faculty directory.

The activities and responsibilities of officers and the detailed organization of the Student Association are outlined in the *Student Association Constitution and By-laws*.

STUDENT-FACULTY COUNCIL

The membership of the Student-Faculty Council consists of twelve students and nine faculty members representing every facet of student life and academic interest. The Council is scheduled to convene approximately once a month to consider ideas and problems of mutual concern. This interchange of thought between students and faculty often results in recommendations to the college administration and faculty intended to improve the overall program.

STUDENT LIFE AND SERVICES

CAMPUS ORGANIZATIONS

Aside from the Student Association and its committees, more than thirty campus organizations provide opportunity for leadership training. They may be classified under four divisions: church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the Missionary Volunteer Society, Ministerial Seminar, Christ's Foreign Legion, American Temperance Society, the Colporteur Club, and the Usher's Club.

The professional clubs are organized by the instructional departments of the College under the sponsorship of department heads.

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

CONCERT-LECTURE SERIES

Each year students have the privilege of attending a concert-lecture series featuring distinguished artists, lecturers, and film travelogues. These programs are generally scheduled for Saturday or Sunday nights. The cost of season tickets issued to students at the beginning of each year is included in the advanced payment.

FINE ARTS SERIES

To cultivate an appreciation for that which is elevating and beautiful in the fine arts, three evening concerts by visiting musicians are sponsored by the Fine Arts Department. Art exhibits by prominent artists in the area are opened to the public after the programs, presenting an opportunity to meet the artist. Season tickets are provided without charge to all students.

STANDARD OF CONDUCT

In harmony with the objectives of the College, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity delight in standards that elevate and ennoble. Admission to SMC is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the College and who willingly subscribe to the social program as ordered are welcomed.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge. The use of tobacco or alcoholic beverages, theatre attendance, card playing, dancing, profane or vulgar language, and improper associations are not tolerated.

STUDENT LIFE AND SERVICES

Each student is expected to acquaint himself with the standard of conduct published in the student handbook *SMC and You*. A copy may be obtained from the Dean of Student Affairs. Interim announcements of policies adopted by the faculty are of equal force with those listed in official publications.

CHAPEL AND WORSHIP SERVICES

The student is encouraged to communicate daily with his Creator. Time spent in contemplation of high and ennobling themes, in prayer, and in Bible reading is priceless to the student seeking a happy life.

The daily worship services in the residence halls, the chapel services, the religious emphasis weeks, and the weekend church services provide for the spiritual growth of the students comprising the college community. Students are expected to attend these services regularly. Failure to do so will jeopardize the student's current status and readmission privileges.

USE OF MOTOR VEHICLES

Since the free and unrestricted use of automobiles has a definite tendency to interfere with the student's spiritual and scholastic life on the campus of SMC, residence hall students are encouraged to leave their automobiles at home. Unless twenty years of age or older, freshmen are not permitted to use or park automobiles at the College or in the vicinity.

Automobiles must be registered at the Dean of Students' office during registration week. No charge is made for registration, but when satisfactory arrangements are made, a permit will be issued and a parking fee for residence hall students of \$10.00 a semester, or any part of a semester, will be charged.

MARRIAGES

Early or hasty marriages are often the product of a lovesick sentimentalism which blinds youth to the high claims of true love as a principle rather than a feeling. True affection is neither unreasonable nor blind.

To discourage early or hasty marriages, permission to marry during the regular school year will not ordinarily be granted. In unusual cases, and only if the request is made prior to the beginning of the school term to the Dean of Student Affairs, a marriage may be allowed during vacation periods. These exceptions are rarely made and only with the consent of both sets of parents. The regular school term also includes the time between the fall and spring semesters. Failure to make these specified arrangements for marriage is cause for dismissal.

ADMISSION TO SMC

SMC welcomes applications from young people regardless of race, color, or national origin whose principles and interests are in harmony with the ideals and traditions of the college as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined in this bulletin and the student handbook, *SMC and You*. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the college as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the SMC campus.

PREPARATION FOR FRESHMAN STANDING

An applicant for admission as a freshman must submit evidence of graduation or completion of a minimum of eighteen units including twelve Carnegie units from an approved secondary school and participation in the American College Testing Program (ACT). To be considered for admission, the student must also have a composite average of at least "C" in the total secondary school courses taken in English, Mathematics, Science, Social Science, and Foreign Language and a composite and English raw score of 15 or more on the ACT.

Applicants not meeting the requirements for regular admission will be given individual consideration and may be admitted under either of the following schedules:

- a. A summer semester in which a minimum of 6 semester hours will be required as designated by the college and selected from English, Social Science, Mathematics, Science, or Foreign Language. Students achieving a composite average of at least "C" on all courses attempted may then enroll for the fall semester, subject to the published regulations of the college.
- b. A spring semester in which a minimum of 12 semester hours will be required including three hours in Freshman English, six additional hours selected from Social Science, Mathematics, Science or Foreign Language, and three hours which the student may elect. Admission will be on a probational basis. Students achieving a composite average of at least "C" at the end of the semester will be permitted to re-register for the next term. Those who do not reach this academic level are not eligible for readmission.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence, is required:

- ▶ A minimum of three units of English as a preparation to reading, writing, and speaking the English language effectively and accurately.

ADMISSION TO SMC

- ▶ Two or more units of mathematics including algebra—algebra and geometry preferred.*
- ▶ Two units of science—laboratory experience required in at least one unit†. Students planning to enter the Associate in Science Program in Nursing must have taken high school chemistry.
- ▶ Two units of social studies.

Two units of one foreign language, and a course in typing are strongly recommended. Students admitted with less than three units of religion and two units of one foreign language will be required to complete additional courses in these areas beyond the general education requirements for the baccalaureate degrees. An exception to the policy involving foreign language study may be noted in certain curricula leading to the Bachelor of Science and Bachelor of Music degrees.

Other deficiencies revealed by transcript and entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies will be assigned as part of the academic program during the freshman year. In general, four semester hours of college course work taken in the area of deficiency will be required to satisfy one unit of deficiency.

ADMISSION OF TRANSFER STUDENTS

Students wishing to transfer to SMC from another accredited college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student has satisfactorily completed a minimum of twelve semester hours in residence. A maximum of seventy-two semester hours may be accepted from a junior college. Background deficiencies revealed by transcripts and entrance examinations will be given individual attention. Students transferring from non-accredited institutions of higher education are given conditional status until the level of their academic performance in residence warrants promotion to regular status. Grades of less than "C" from such institutions will not be accepted toward meeting graduation requirements. A student who has been dismissed from another institution because of poor scholarship or citizenship, or who is on probation from that institution, is not generally eligible for admission until he can qualify for readmission to the institution from which he has been dismissed.

* For those wishing to major in chemistry, mathematics, or physics, or take professional work in engineering, medicine and certain other pre-professional courses, the second unit must be either algebra II or geometry. Students wanting to take the above curricula are advised to include as much mathematics as possible in the secondary program.

† The two units must be selected from biology, chemistry, or physics for those wishing to major in science, mathematics, or nursing, or take pre-professional work in engineering, medicine, dentistry or other medical arts curricula. Students wanting to take the above curricula are advised to include as much science as possible in the secondary program.

ADMISSION TO SMC

TRANSFER FROM PROFESSIONAL SCHOOLS AND DIPLOMA SCHOOL OF NURSING

Students transferring from professional schools and diploma schools of nursing may receive up to 60 hours of college credit or waiver by validation examinations covering previous courses equivalent to certain requirements including electives as approved by the Academic Dean in counsel with the departmental chairman. A student must achieve at least a "C" on a validation examination. Validation tests may not be repeated. The following rules of procedure apply:

1. Application in writing to the departmental chairman of the major field.
2. Payment to the accounting office in advance of a special examination fee of \$25 for each separate validation examination for credit, or \$5 for a validation examination for waiver. If a student registers to audit a course satisfactorily taken previously to prepare for a validation test, no special validation fee will be charged if the test is the usual end of course examination.

ADMISSION BY EXAMINATION

Students who are 21 years of age or older and who are unable to provide evidence of having completed the requirements for secondary school graduation are encouraged to seek admission if personal qualifications for success in college are in evidence. The results of college entrance examinations as advised by the College and the educational background of the applicant will be considered necessary criteria for admission.

ADMISSION OF SPECIAL STUDENTS

Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning, may register as special students.

APPLICATION PROCEDURE FOR ADMISSION

- ▶ Request application forms from the Office of Admissions and Records.
- ▶ Return the completed application budget sheet and medical form to the Office of Admissions and Records with the application fee of \$5. This fee is \$5 if the application is received at least six weeks before the beginning of the semester. After that the fee will be \$10.
- ▶ It is the student's responsibility to request his former school to forward his transcript to the Office of Admissions in support of his application. This will become the property of the college. **NO TRANSCRIPT WILL BE ACCEPTED DIRECTLY FROM AN APPLICANT.**

- ▶ To permit a more effective program of counseling for admission, applicants must submit scores from the American College Testing Program (ACT). Test scores are valuable in determining ability to pursue a college program, and in discovering areas in which the student may be deficient.
- ▶ Upon receipt of the application, transcripts of credits, recommendations and test scores, the Admissions Committee will notify the applicant of the action taken.

WHEN TO APPLY OR REAPPLY

New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications.

Students in residence may submit re-applications without charge until April 30. Thereafter the regular application fee of \$5 will be required until July 31, after which the fee becomes \$10.

PROGRAMS OF STUDY DEGREES AND CURRICULA

As a Christian liberal arts college, SMC intends that God be placed at the center of all learning experience. Through classroom instruction, the spiritual emphasis on college life, and the organized social program for the student, an effort is made to assist students in arriving at a realistic and a satisfying perspective of the universe.

A Christian liberal education at SMC is primarily concerned with character and intelligence, neither of which it can create. It attempts to provide the atmosphere and conditions under which both can be discovered and nurtured to maturity. In essence, it seeks to:

- ▶ Engender a considered sense of judgment and values involving commitments to *a priori* moral positions based on Christian philosophy, religion and experience.
- ▶ Liberate the individual human mind as essential to the discovery and acquisition of truth.
- ▶ Reveal that education is both discipline and delight, and that meaningful, lasting benefits flow from men and women who have become involved in the pleasures of learning.
- ▶ Provide knowledge of classified facts pertaining to man's relationship to his physical and social universe.
- ▶ Develop basic abilities and skills that are widely transferable and needed in nearly all of man's pursuits. To understand people, to be able to organize and communicate effectively, and to possess a will to follow through with the assigned task at hand are all essential tools for successful living.

PLANNING A COURSE OF STUDY

When planning for college, the student should consider in detail the course of study desired as a preparation for a specific profession or occupation. It is not always necessary to have made firm decisions about the choice of one's life work before entering college. Some students prefer to take a general program of education during the freshman year while exploring several fields of knowledge. This approach need not result in loss of credits if carefully planned.

Students planning to teach should consult the Department of Education so as to include courses in teacher education as a part of their program of study in order to qualify for denominational and state certification.

The programs of study and the over-all graduation requirements outlined in this bulletin should be seriously considered by students in advance of registration. After careful study of the desired program the student should then consult his faculty adviser. If convenient, freshman students may wish to consult faculty advisers during the summer months prior to the beginning of the fall term.

The College offers programs of study leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Music Degrees. Although SMC is essentially a liberal arts college, pre-professional and terminal curricula are offered for students planning to enter professional schools

PROGRAMS OF STUDY

and for those who, because of limited resources and qualifications, may wish to pursue a two-year terminal program of a technical nature. These curricula are described following the degree programs.

GENERAL DEGREE REQUIREMENTS

The general degree requirements for a baccalaureate degree are:

- ▶ A minimum of 128 semester hours including 40 hours of upper biennium credits, with a resident and cumulative grade point average of 2.00 (C) or above.
- ▶ Completion of a major and minor (two majors accepted), with a cumulative grade point average of 2.25 in the majors, the general education requirements, and electives to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C" may not be applied on a major or minor. No course may fulfill both major and minor requirements of the same student.
- ▶ Thirty semester hours of credit must be completed in residence immediately preceding conferment of the degree. Sixteen of the thirty hours must be in the upper biennium with at least eight hours in the major and three in the minor.
- ▶ Completion of the Aptitude portion of the GRE and the Advanced portion of the GRE as established by the individual department.

GENERAL EDUCATION REQUIREMENTS

The well-educated individual must possess an understanding of the broad outlines of human knowledge as well as of his chosen field of specialization. It is the purpose of general education to provide the student with a capability for critical thinking and a knowledge of his cultural heritage. Thus all degree candidates are required to select certain general education courses as a part of the total educational program. It is expected that every student will take courses in Religion and English during the freshman year. While it is not expected that students complete all the general education requirements during the freshman and sophomore years, a total of 45 hours must be completed before registering for upper biennium courses, with six hours in each of the following areas: language arts, foreign language, science and mathematics, social science, and religion. Any variance from the general education program outlined below for the Bachelor of Arts degree may be found in the departmental description of the specific curriculum and degree sought.

GENERAL EDUCATION REQUIREMENTS FOR THE B.A. DEGREE

Applied and Fine Arts (Both to be represented)	5 hours
Foreign Language	6-14 hours
Health, Physical Education and Recreation	4 hours
Humanities	4 hours
Language Arts	11 hours

PROGRAMS OF STUDY

Religion	12 hours
Science and Mathematics	12 hours
Social Science	12 hours

APPLIED AND FINE ARTS. Five hours

Both applied and fine arts must be represented in any combination the student desires. All classes in the Art and Music Departments for which students are eligible to register will fulfill the fine arts portion of this requirement.

The applied arts portion of this requirement may be satisfied by selecting courses from Home Economics, with the exclusion of courses 2, 18, 61, 131, 161, 162, 191; Industrial Education, Library Science, and Office Administration, with the exclusion of courses 72, 73, 78, 141, 146, 174 and 181.

FOREIGN LANGUAGE. Six hours

To broaden the student's knowledge of other peoples and cultures, courses in foreign language are required. Since a degree of competence in one language is expected, the student must complete one of the following courses:

- | | |
|------------------|------------------|
| a. Spanish 93-94 | c. French 93-94 |
| b. German 93-94 | d. Greek 101-102 |

Students entering college with inadequate preparation as determined by a standardized proficiency test for one of the above courses must first complete an elementary course in the chosen foreign language.

Any student whose native tongue is not English must meet the six-hour requirement by taking additional studies in English, speech and courses dealing with American culture.

HEALTH, PHYSICAL EDUCATION AND RECREATION. Four hours

To provide him with a basic knowledge of the principles of physical fitness. The student is required to take four hours of his choice from the Department of Health, Physical Education and Recreation. This requirement should be met during the first two years of college.

HUMANITIES. Four hours

To provide for a better understanding and appreciation of the creative arts, a special humanities course of four hours is required of all students during their sophomore year. This course is a study of art, music, and literature in historical perspective.

PROGRAMS OF STUDY

LANGUAGE ARTS. Eleven hours

To prepare the student more fully in the effective and accurate use of spoken and written English and to acquaint him with the beauty of selected literary masterpieces, the following courses in the Language Arts are required:

- a. English 1-2 or 20-21 6 hours
- b. Literature 3 hours
- c. Speech excluding Speech 75 2 hours

Admission to English 1 depends upon the student's satisfactory performance on the English section of the American College Test. Students achieving a college bound percentile score of 20 or less on the ACT English section will be required to take remedial work in conjunction with or prior to English 1. All candidates for a baccalaureate degree are required to pass a standardized test in English usage, spelling and reading. The test will be administered as a part of the course English 1-2. Students who fail to obtain satisfactory scores will not be accepted in regular academic standing for the sophomore year until they have successfully met the requirement.

RELIGION. Twelve hours

To better understand the nature and destiny of man and his relationship to his Creator, the student presenting three or more units of Bible credit from any approved secondary school is required to take the following courses:

- a. Religion 10; 50; 105; 9 hours
- b. Additional courses selected from
Bible and religion only 3 hours

Students presenting only two units of Bible credit from an approved secondary school must take two hours and those having one unit or less must take four hours of religion in addition to the above requirements.

Those without previous Bible study must elect Religion 1, to meet the four-hour additional requirement in religion. Transfer students from other than Seventh-day Adventist colleges will take four hours for each year in residence with a minimum of six hours for graduation.

SCIENCE AND MATHEMATICS. Twelve hours

An understanding of the scientific method and the universe in which he lives is vitally important to the well-educated individual. This requirement must be met in part by selecting a minimum of six hours in sequence with a laboratory from the following courses:

- a. Biology 7, 8; 11, 12; 45, 46; 51, 52

PROGRAMS OF STUDY

b. Chemistry 7-8, 11-12; 13-14

c. Physics 51:52 with 61:62; 93:94 with 61:62

To complete this requirement, additional hours may be selected from appropriate courses in Mathematics, Biology, Chemistry, and Physics.

SOCIAL SCIENCE, Twelve hours

To acquaint him with the social and cultural aspects of man and his environment, the heritage of western civilization and current social concepts, the student is required to take the following courses:

a. History 1, 2 or 53, 54 6 hours

b. Additional courses selected from economics, geography, history, political science, psychology, sociology or anthropology 6 hours

Students who have not taken World History at the secondary level must include History 1, 2.

THE BACHELOR OF ARTS

Ten majors for the Bachelor of Arts degree are offered:

Biology	History
Chemistry	Mathematics
Communications	Music
English and Literature	Physics
German	Theology

THE BACHELOR OF SCIENCE

Thirteen majors for the Bachelor of Science degree are offered. For general education requirements in variance with those previously outlined for the Bachelor of Arts degree, the student should consult the specific department of interest as listed in the section "Departments and Courses of Instruction."

The majors are:

Accounting	Foods and Nutrition	Medical Technology
Behavioral Sciences	Health, Phys. Ed. and Recreation	Nursing
Business Admin.	Industrial Arts	Office Admin.
Chemistry	Home Economics	Physics
Elementary Education		

THE BACHELOR OF MUSIC

The Bachelor of Music degree is available to students planning to major in music with special emphasis in music education or music performance. The detailed requirements for this professional degree are outlined under the Department of Music in the section "Departments and Courses of Instruction."

PROGRAMS OF STUDY

MAJOR AND MINOR REQUIREMENTS

The College offers twenty-five majors and twenty-four minors for students wishing to qualify for a baccalaureate degree. Minors are offered in Art, Economics, Journalism, Psychology, Speech and Spanish, as well as in most major fields of study listed under the degree programs. Each major for a baccalaureate degree consists of thirty hours or more in the chosen field of specialization of which a minimum of fourteen must be upper biennium credit. The total of semester hours required for each major for the Bachelor of Science and Bachelor of Music degrees varies with the field of specialization chosen.

All minors consist of eighteen semester hours. Six hours of a minor must be upper biennium credit.

The specific requirements for majors and minors are given under the respective departments in the section "Departments and Courses of Instruction." No class may fulfill both major and minor requirements.

PRE-PROFESSIONAL CURRICULA

SMC offers pre-professional and pre-technical programs in a wide variety of fields which may prepare students for admission to professional schools or to enter upon technical careers. Below are listed the pre-professional curricula most frequently chosen by students.

Dentistry	Medicine	Physical Therapy
Dental Hygiene	Occupational Therapy	Social Work
Engineering	Optometry	Veterinary Medicine
Inhalation Therapy	Osteopathy	X-Ray Technology
Law	Pharmacy	
Medical Record		
Librarian		

Pre-professional and technical admission requirements may vary from one professional school to another. The student is, therefore, advised to become acquainted with the admission requirements of the chosen school.

Detailed requirements for the pre-professional curricula are outlined in the section on "Pre-Professional Curricula."

TERMINAL CURRICULA

In addition to the degree programs and pre-professional curricula, the College offers four terminal curricula intended to meet the needs of students with limited resources and qualifications who wish to experience the benefits of one or two years on a college campus. The following terminal curricula qualify the student for an Associate in Arts or an Associate in Science diploma.

Medical Office Administration	Nursing
Medical Record Technology	Office Administration

Complete details of course requirements for the terminal curricula are outlined in the departmental descriptions in the bulletin section "Departments and Courses of Instruction."

ACADEMIC INFORMATION

REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. The registration process is complete only after all procedures have been met and registration forms are returned to the Office of Records. Freshmen and transfer students are required to participate in the Orientation Week activities.

Late Registration. Permission to register late must be obtained from the Academic Dean. Students failing to register during the scheduled registration periods will be assessed a late registration fee of \$10.00 and \$2.00 for each additional day. The course load of a late registrant will be reduced by one to two semester hours of each expired week of instruction. No student should expect to register after two weeks of the semester have elapsed.

Changes in Registration. To avoid changes in registration the student should carefully consider the program of courses necessary to meet his objectives. To avoid subsequent adjustments, a balance must be maintained between the course load, work program, and extra-curricular activities.

If expedient, changes in the student's program may be made during the first week of instruction by the Director of Records with the approval of the course instructor. Subsequent changes must also have the approval of the Academic Dean. To effect a change in courses, the student must obtain the appropriate change of registration voucher at the Office of Records. After having the proposed change of program approved, the student must return the form to the Office of Records. Course changes and complete withdrawals from the school become effective on the date the voucher is filed at the Office of Records. A fee of \$5.00 will be assessed for each change in the course program following the first week of instruction.

A student may not change from one course section to another without the approval of the instructor and the Director of Records.

A student may withdraw from a course up to the fourth week of a semester with a grade of "WP." From the fourth week to the twelfth week a grade of "WP" or "WF" will be recorded. Thereafter a grade of "F" will be recorded unless the withdrawal is due to unavoidable circumstances, or is recommended because of citizenship problems in which case a grade of "WP" or "WF" will be applied, depending upon the student's grade at the time of withdrawal.

ACADEMIC INFORMATION

No tuition adjustment will be permitted for reductions in course loads after the twelfth week of a semester term.

Auditing Courses. A student may register on an audit basis with the approval of the department in courses for which he is qualified. Class attendance is expected but examinations and reports may be omitted. With the approval of the instructor a student may change a course registration for audit to credit, or for credit to audit, during the first week of instruction only. No credit is given for courses audited, and the fee is the regular tuition charge.

COURSE LOAD

The measure of a college course is expressed in semester hours. A semester hour usually consists of one fifty-minute class period per week for one semester. Thus, two semester hour classes are scheduled to convene twice a week and three semester hour classes three times a week. A laboratory period of two or three hours is equal to one class period. Exceptions may be made only by action of the Academic Policies Committee.

To qualify for a baccalaureate degree in four years, a student must take an average load of sixteen hours per semester. The summer term may be used to advantage by students wishing to complete degree requirements in less than four years or by students having to take reduced programs of studies during the regular academic year.

Except by permission of the Academic Dean, a resident student may not register for more than sixteen or less than eight semester hours. By permission, students of superior scholastic ability may register for a maximum of eighteen hours. Freshmen may not exceed seventeen hours. A student is expected to pursue a program of studies equal to his ability.

Study-Work Program. It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record are considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

ACADEMIC INFORMATION

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

GRADING SYSTEM

Mid-semester and semester grade reports are issued to the student and his parent or guardian. Only semester grades are recorded on the student's permanent record at the College. The following system of grading and grade point values is used:

A	Superior	4 grade points per hour
B	Above average	3 grade points per hour
C	Average	2 grade points per hour
D	Below average	1 grade points per hour
F, FA	Failure, Failure due to absences	0 grade points per hour
S	Satisfactory	
I	Incomplete	
WP	Withdrew passing	
WF	Withdrew failing	0 grade points per hour
AU	Audit	
NC	Non-credit	

The grade "S" may be given in group organizations and problem courses but may not be used as a final grade. An "I" is given only when unavoidable circumstances prevent the completion of the course. The Incomplete automatically becomes an "F" if not removed during the following semester. Academic dishonesty may result in the lowering or loss of a grade.

A course in which the student received a grade of "D" or "F" may be repeated before he takes a more advanced course in the same field. A course may be repeated for credit in residence only. In computing the grade point average, both the original grade and the grade received in the repeated course will be included.

The grade point average may be calculated by dividing the total number of grade points earned by the course load.

ACADEMIC PROBATION

Students are placed on academic probation whenever their cumulative grade point average in residence falls below a 2.00 (C). Transfer, or returning students admitted with less than a cumulative grade point average of 2.00 (C) are automatically placed on academic probation. Probation covers a trial period which, unless otherwise stated, is the current academic year during which it is determined whether the student is returned to good standing having met the stated requirements or having been dismissed or suspended at the end of the probation period for failure to meet them. As a general rule a student

ACADEMIC INFORMATION

may not continue beyond the sophomore level unless the cumulative grade point average is "C" or better.

The case of each probationary applicant will be given individual attention. Students admitted on academic probation are required to limit their extra-curricular activities and part-time employment. The college reserves the right to ask any student whose academic progress is in general unsatisfactory to withdraw or transfer to another field.

CLASS AND CHAPEL ATTENDANCE

Class Attendance. Regular attendance at all class and laboratory appointments is required. Class skips are not permitted, and if the total number of absences, regardless of reason, exceeds twice the number of the class credit hours, the grade of "FA" may be recorded. To avoid a course grade of "FA" the student may request the instructor to review the case with the Academic Dean if the cumulative absence record was primarily due to illness or unavoidable emergency.

Class make-up work will be permitted only if absences are incurred because of illness, authorized school trips, or emergency. No dormitory student will be excused from classes because of illness unless the student has reported the illness to the Health Service prior to the missing of the class. STUDENTS WILL NOT BE EXCUSED FROM CLASS IN ORDER TO MEET MEDICAL APPOINTMENTS AT HOME. Excuse requests must be presented to the Academic Dean within 24 hours after the student resumes class attendance. All make-up work involving examinations and other class assignments must be completed within two weeks unless otherwise arranged with the instructor.

Absences immediately preceding or following a vacation, school picnic, field day, or from the first class appointment of the second semester by one in residence, carry a double penalty. Three tardinesses are equivalent to an absence.

Chapel Attendance. The chapel service is provided for the spiritual and cultural benefit of the college family, to promote the interests of SMC, and to develop and conserve a spirit of campus unity. In essence the chapel attendance policy is the same as for class attendance in that no absences are permitted except for illness, authorized school trips, or emergency. Excuses must be presented at the Dean of Students office within 48 hours after the absence. It is the responsibility of each student to keep check of his chapel absences. Upon receiving the fourth unexcused absence, the student will receive a letter of advice, and upon receiving the fifth, a letter of warning. Additional unexcused absences will result in suspension from all classes pending review by the Student Affairs Committee. Continued absences may disqualify the student as a citizen on this campus. A student leaving chapel after record is taken will be considered absent. Absences immediately preceding or following vacations, school picnics, field days or from the first chapel appointment of the second semester carry a double penalty. Three tardinesses are equivalent to an absence.

ACADEMIC INFORMATION

A satisfactory chapel attendance record is required for readmission to SMC.

SPECIAL EXAMINATIONS

Upon recommendation of the instructor and the approval of the Academic Policies Committee, a student may obtain a waiver of curricular requirements by successfully completing comprehensive examinations—written, oral, manipulative or otherwise, as determined by the instructor. A fee of \$5.00 is assessed.

COLLEGE CREDIT BY EXAMINATION

In recognition of the needs of the exceptionally gifted student, college credit by examination is permitted in curricular course requirements which follow in sequence in the chosen major and minor. The following rules of procedure apply:

- ▶ Application in writing to the Academic Dean with the approval of the major professor and department chairman at least four weeks in advance of the proposed examination date.
- ▶ Payment to the accounting office of a special examination fee of \$25.00.
- ▶ Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman. The examination must be taken during the semester in which approval is granted. Examinations for credit or for waiver may be taken only once.
- ▶ A grade of "B" must be achieved by the student to have course credits recorded as college credit.

CORRESPONDENCE AND EXTENSION COURSES

A maximum of twelve semester hours of correspondence or extension credit may apply toward a baccalaureate degree program and eight hours toward a two-year terminal curriculum.

The Home Study Institute of Washington, D.C., is the officially recognized correspondence school of Southern Missionary College. The college recommends the Home Study Institute for those students needing correspondence credit and accepts all such credits when the study program is approved by the academic dean prior to enrollment.

A student will be permitted to carry correspondence or extension work while in residence only if the required course is unobtainable at the College. All correspondence work must be completed one full semester prior to graduation. Correspondence courses, whether taken while in residence or during the summer, must be approved in advance by the Academic Dean.

Correspondence work may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned to apply on the lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable and a course

ACADEMIC INFORMATION

in which the student earned a grade of "D" or "F" while in residence may not be repeated by correspondence. No correspondence credit will be entered on the student's record until he has earned a minimum of twelve hours in residence with an average of at least "C".

HONORS

The following honors program has been devised in recognition of quality scholarship and a commitment to learning.

Dean's List. Students who carry a minimum of twelve semester hours and attain a grade point average of 3.50 or above for two consecutive semesters in residence are listed on the official Dean's List. At the discretion of the instructor, students on the Dean's List may be given the opportunity to pursue planned programs of independent study in certain upper biennium courses designated by the instructor.

Honorable Mention. Students who achieve a grade point average of 3.00 or above for a single semester with a minimum course load of twelve hours are given honorable mention.

CLASS STANDING

Freshmen	0-23 semester hours
Sophomores	24-55 semester hours
Juniors	56-95 semester hours
Seniors	96- semester hours

The class standing for which a student qualifies generally continues through the entire school year. Eligibility for office requires an acceptable scholastic and citizenship record.

A student may not be classified as a senior until he has filed a formal request with the Office of Records for spring or summer graduation candidacy. All candidates for graduation must join the senior class organization and meet the non-academic requirements voted by the class membership.

GRADUATION WITH HONORS

Upon the recommendation of the Academic Policies Committee and the approval of the faculty, a degree candidate in good and regular standing, having attained an overall grade point average of 3.50 or higher, may have the degree conferred *cum laude*.

GRADUATION IN ABSENTIA

It is expected that degree graduates participate in the commencement services unless granted written permission by the President of the College to be graduated *in absentia*. Written application for exemption should be made early in the second semester of the senior year. Permission will be granted only in instances of obvious necessity. A fee of ten dollars is assessed for graduating *in absentia*.

ACADEMIC INFORMATION

RESPONSIBILITY OF THE STUDENT

The responsibility for satisfying degree requirements rests with the student. Each student is expected to acquaint himself with the various requirements published in the bulletin and to plan his course of study accordingly. The student may choose to meet the requirements of any one bulletin in effect during the period of residency preceding the senior year. If he discontinues for a period of twelve months or more, he must qualify according to a single bulletin in force subsequent to his return.

A student may become a degree candidate when he enters upon the school term during which it will be possible to complete all requirements for graduation. Formal application for graduation must be made at the Office of Records during the second semester of the junior year. Students transferring to SMC for the senior year must file a request at the time of registration. All resident candidates must be members of the senior class.

TRANSCRIPTS

Copies of a student's academic record may be obtained by the student upon request to the Office of Records. The first copy of the transcript is issued without charge. Thereafter, a charge of \$1.00 is assessed for each additional copy.

DIVISIONS OF INSTRUCTION

For administrative purposes the several departments and areas of instruction have been organized by related fields into divisions as indicated below.

I. APPLIED ARTS AND SCIENCES

Chairman: WAYNE VANDEVERE

1. Business Administration.
2. Home Economics.
3. Industrial Arts—Library Science.
4. Office Administration.

II. EDUCATION-HEALTH AND PHYSICAL EDUCATION

Chairman: KENNETH M. KENNEDY

1. Education.
2. Health, Physical Education and Recreation.

III. FINE ARTS

Chairman: MARVIN L. ROBERTSON

1. Art.
2. Music.

IV. LANGUAGE ARTS

Chairman: DONALD DICK

1. Communications.
2. English and Literature.
3. Modern Languages and Literature.

V. NATURAL SCIENCES-MATHEMATICS

Chairman: JOHN CHRISTENSEN

1. Biology.
2. Chemistry.
3. Mathematics.
4. Physics.

VI. NURSING

Acting Chairman: CATHERINE GLATHO

VII. RELIGION, THEOLOGY, AND RELATED STUDIES

Chairman: GORDON HYDE

1. Religion and Theology.
2. Biblical Languages.

VIII. SOCIAL SCIENCES

Chairman: JEROME L. CLARK

1. History.
2. Political Science.
3. Behavioral Sciences.

For convenience of reference the departments and related areas are listed alphabetically throughout the following pages.

DEPARTMENTS AND COURSES OF INSTRUCTION

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophomores; those numbered 100 to 149 are upper biennium courses open primarily to juniors; and 150 to 199 are open primarily to seniors.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a hyphen (e.g., 1-2) represent year courses, the semesters to be taken in sequence. Credit for the first semester only will not apply toward graduation from any curriculum.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

Course numbers followed by a letter (e.g., 165r., 166r) may be repeated for credit, because of difference in subject matter.

ALTERNATING COURSES

Throughout the following section, courses which are not offered during the school year 1968-69 will be starred to the left of the course number (e.g., *57, 58). This arrangement of offering courses in alternate years (generally on the upper biennium level) makes possible the enrichment of curricula without a proportional increase of instructional expense.

ART

Eleanor Jackson, Robert Garren

Minor: Eighteen hours including courses 1, 2; 51, 52; 143:144; and six additional hours of applied art including two hours of advanced painting.

1, 2. BEGINNING DRAWING

4 hours

An introductory course in drawing, composition and design. Emphasis on the basic art elements and their functions in composition, using various media: pencil, charcoal, pastel and ink.

7, 8r. SCULPTURE I AND II

4 hours

The various forms in three dimensional form as studied with projects in clay modeling, cement, plastics, metal, wood and stone.

ART

9. DESIGN AND ILLUSTRATION

4 hours

A course that develops the ability to design two-dimensional forms in preparing posters, advertising brochures, lettering, and magazine layout. This course is taught in alternate years.

48. GENERAL CRAFTS

2 hours

Basic techniques in a variety of materials such as wood, plastics, weaving and mosaics.

50. EVANGELISTIC ART

2 hours

A laboratory course introducing methods, procedures and materials in chalk talks, hymn illustration, and basic poster layout for advertising. The use of black light and fluorescent chalk and electrical aids will be stressed. The course is oriented to theology students, Bible workers and youth workers.

51, 52. BEGINNING PAINTING

4 hours

Recommended prerequisite: Art 1, 2.

Introduction to water color, tempera gouche, polymer, and oil with emphasis on still life and landscape.

55, 56. CERAMICS I

4 hours

Process of making pottery; coil, slab, and use of the wheel as well as low and medium temperature glazing.

57, 58. CERAMICS II

4-6 hours

Prerequisite: Art 55, 56.

Problems in throwing, press molding, underglazing, majolica, decorative glaze, treatment and theory of kiln operation.

61. PRINTMAKING

2 hours

Prerequisite: Art 1, 2.

Introduction to basic techniques in printmaking in wood block, silk screen etching, and dry point and aquatint.

123, 124r. ADVANCED DRAWING

4 hours

Prerequisites: Art 1, 2 or permission of the instructor.

A course designed to give a wider range of techniques and media involved in still-life, landscape and clothed figure drawing.

145, 146r. ADVANCED PAINTING

4-6 hours

Prerequisites: Art 51, 52.

Continuation of Painting I and II with emphasis on clothed figure composition, portraiture and an opportunity to explore the relationship of abstractionism to realism in various media.

ART HISTORY

143:144. HISTORY OF ART

4 hours

Prerequisite: Art 60.

A study of the arts of western civilization from antiquity to the present with an emphasis on the pivotal figures in art history. Representative examples of painting, sculpture, and architecture will be studied as well as some examples from the graphic and decorative arts. Taught on demand.

BEHAVIORAL SCIENCES

BEHAVIORAL SCIENCES

Alma Chambers, James Ackerman, Kenneth Kennedy
LaVeta Payne, Everett Watrous

BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCES

This major is intended for those with an interest in the behavioral sciences. Students wanting to enter the fields of social work, psychology, personnel and guidance work, sociology or anthropology should consider this curriculum. In most cases, to achieve a professional level in these fields the student must seriously consider further preparation at the graduate level.

Major: Forty hours including Psychology 1 and Sociology 20. Psychology 170 and 183 are highly recommended. Cognate requirements Biology 11, 12; History 53, 54; Religion 157; and Business Administration 71.

Those planning to go into Social Work should choose this major and include Sociology 156 in their program. Those interested in becoming Dormitory Deans should certify in a teaching field and should take Education 162.

Minor: Eighteen hours selected from the courses identified as psychology, including six hours of upper biennium.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY

3 hours

An introduction to the basic principles and concepts in psychology. The development of the mental process including the principles of motivation, learning and perception are stressed. The course is designed to help the student understand and explain the behavior of others and thereby be better able to predict and control his own life and affect the lives of those about him.

53. MENTAL HYGIENE

2 hours

A study of the emotional, spiritual, and intellectual factors affecting mental health and contributing to a sound psychological adjustment. Emphasis is on an analysis of personality dynamics. The prevention of mental illness is considered and the attainment of emotional maturity is stressed.

54. PSYCHOLOGY OF PERSONALITY

2 hours

A systematic study of the development, dynamics, and structure of personality. Heredity, physio-chemical factors, and experience in the typical crucial situations of infancy, childhood and adolescence are considered. Methodology, theory and empirical research are studied in relation to personality development.

80. GUIDANCE AND COUNSELING

3 hours

A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized. Directive and non-directive methods are stressed.

BEHAVIORAL SCIENCES

90. DEVELOPMENTAL PSYCHOLOGY

2 hours

A basic course in growth, development and learning from childhood through adolescence. Factors involving biological, psychological and sociological maturation are presented.

107. PSYCHOLOGICAL EVALUATION

3 hours

Systematic study of the principles underlying the construction and validation of the major varieties of tests and an introduction to the statistics of test interpretation. Emphasis is given to the utilization of test results in individual educational and therapeutic settings.

112. CHILD AND EDUCATIONAL PSYCHOLOGY

3 hours

Endeavors to establish an understanding of the development of the child's personality as affected by physical, social, and cultural factors. Emphasis on the importance of the child's interpersonal relationships in his family and peer group.

115. ADOLESCENT PSYCHOLOGY

3 hours

Prerequisite: Psychology 90 or 112 or permission of the instructor. Developmental study of the problems of socialization with special emphasis on peer culture, puberty, physical development, learning, and adjustments of adolescence.

155. PSYCHOLOGY OF EXCEPTIONAL CHILDREN

2 hours

The psychological and educational problems of exceptional children. The etiology of exceptionality. Nature and degree of conditions which characterize the atypical child and a wide variety of disabling conditions and individual adjustment in relation to disability are considered. This course is taught in alternate years.

*160. PHYSIOLOGICAL PSYCHOLOGY

3 hours

An examination of the physiological correlates of behavior. A study of the general nature of the response mechanism and the internal environment including the role of the sense organs, nervous system, muscles and glands in human behavior and personality development. This course is taught in alternate years.

*170. SOCIAL PSYCHOLOGY

2 hours

A study of the interrelationships of individuals in social situations and the effects upon the behavior and attitudes of individuals and groups. Dynamics of groups, social roles communication and mass behavior are foci of consideration. This course is taught in alternate years.

183. ABNORMAL PSYCHOLOGY

3 hours

Prerequisite: Psychology 1 and permission of the instructor.

An examination of pathological behavior including the etiology symptoms and treatment of personality disturbances and mental disorders. The psychoneuroses, the functional and organic psychoses, character and behavior disorders and mental deficiency are explained. This course is taught in alternate years.

190. PROBLEMS IN PSYCHOLOGY

1-2 hours

Individual investigation of a special problem under the direction of a staff member. Library, laboratory or field work will be required in meeting the requirements. Open to majors and minors only or by permission of the department chairman.

SOCIOLOGY

20. GENERAL SOCIOLOGY

2 hours

A study of some of the problems facing society today. A scientific study of our culture and how people adjust to each other and to their physical and social environments. Special emphasis is given to basic terms.

BIOLOGY

82. MARRIAGE AND THE FAMILY

2 hours

A course in the ethics or human relationships including the place of the family in society, a Christian approach to the problem of marriage and family life and inter-relation of parents and children.

156. FIELD OF SOCIAL WORK

3 hours

The historical background, methods, and functions of public and private programs in the field of social welfare.

ANTHROPOLOGY

61. CULTURAL PATTERNS

2 hours

A study of cultural development based on regional environment, the factors that create certain cultural patterns. The origin and nature of contemporary cultures.

BIOLOGY

Huldreich Kuhlman, Elbert Wescott, Edgar Grundset, James Zeigler

Major: Thirty hours excluding Biology 7, 8, but including Biology 45, 46; 51, 52; 111; and 195. Up to three hours of Biochemistry 172 may apply on a Biology major. Cognate requirement: Chemistry 11-12. A minor in Chemistry is recommended. A course in General Physics is highly desirable.

Minor: Eighteen hours including six hours of upper biennium.

5. FIELD NATURAL HISTORY

3 hours

An introductory treatment of the fundamental principles of plant and animal life. Topics of special emphasis will include the study of birds, insects, flowers, trees, heredity, ecology and conservation. This course will not apply on any curriculum if Biology 7 or 8 is taken. Two hours lecture, three hours laboratory each week.

7, 8. GENERAL BIOLOGY

6 hours

An introductory treatment of the fundamental principles of plant and animal life. A course designed for students whose interest is not primarily in science, but who wish to understand the basic concepts of science, especially as they relate to biology in its broadest aspects. Biology 7 pertains primarily to the plant kingdom and Biology 8 primarily to the animal kingdom. Two hours lecture, three hours laboratory each week.

11, 12. ANATOMY AND PHYSIOLOGY

6 hours

A study of the fundamentals of human anatomy and physiology. Two hours lecture, three hours laboratory, each week.

22. MICROBIOLOGY

3 hours

A general study of bacteria, viruses, yeasts, molds, and pathogenic protozoa. Special consideration is given to the relationship of microorganisms to health and disease. Two hours lecture, three hours laboratory each week.

45, 46. GENERAL ZOOLOGY

8 hours

A study of the general biological principles of animal life including their general structure, physiology, habitat, classification, and life history. Three hours lecture, three hours laboratory, each week.

BIOLOGY

51, 52. GENERAL BOTANY

6 hours

A study of the general biological principles of plant life including their general structure, physiology, habitat, classification and life history. Special attention will be given to seed plants during the first semester and to spore plants the second semester. Two hours lecture, three hours laboratory each week.

100. HUMAN PHYSIOLOGY

3 hours

Prerequisite: Biology 11, 12 or 45, 46 or equivalent and Chemistry 7-8 or equivalent.

The basic principles of physiology are discussed within the framework of the principal organ systems of the body. Two hours lecture plus three hours laboratory and/or demonstrations each week.

*105. MAMMALOLOGY

3 hours

Prerequisite: Biology 8 or 45 or equivalent.

Classification, distribution, life history and population of mammals. Two hours lecture and three hours laboratory or field trip each week. This course is taught on alternate years.

107. PARASITOLOGY

3 hours

Prerequisite: Biology 7 and 8, or 45 and 46, or equivalent.

A general survey of the more important parasites of man and domestic animals. Two hours lecture, three hours laboratory, each week. This course is taught on alternate years.

108. ORNITHOLOGY

3 hours

Prerequisite: Biology 7 and 8, or 45 and 46, or equivalent.

A systematic study of bird life with special emphasis on external features, taxonomy, nesting and feeding habits, flight and migratory patterns. Two hours lecture, three hours laboratory or field work each week.

110. ENTOMOLOGY

Summer session, 3 hours

Prerequisite: Biology 7 and 8, or 45 and 46, or equivalent.

An introduction to the study of insects with emphasis on development and behavior. Classification of important orders and families and the use of insect keys will be stressed in laboratory work. Two hours lecture and three hours laboratory work each week. This course is taught on alternate years.

111. GENETICS

3 hours

Prerequisite: Biology 7 and 8 or equivalent.

A study of heredity as related to man and some domestic plants and animals. Two hours lecture, three hours laboratory, each week.

112. ECONOMIC BOTANY

2 hours

Prerequisite: Biology 7 or 51 or equivalent.

A study of the major useful plants and plant products of the world from the standpoint of their history, cultivation, preparation and utilization. Two hours lecture each week.

*120. ECOLOGY

3 hours

Prerequisite: Biology 7 and 8 or equivalent.

A study of plants or animals in relation to their natural environment. Two hours lecture and three hours field work each week.

BIOLOGY

127. CRYPTOGAMIC BOTANY

3 hours

Prerequisite: Biology 7 or 52 or equivalent.

A study of the non-flowering plants of the Collegedale area. Two hours lecture and three hours field work each week.

128. SYSTEMATIC BOTANY

3 hours

Prerequisite: Biology 7 or 51 or equivalent.

The identification of seed plants of the Collegedale area with a view of the acquisition of familiarity with the distinguishing features of the great plant groups. Two hours lecture, three hours laboratory, each week.

143. ICHTHYOLOGY AND HERPETOLOGY

3 hours

Prerequisites: Biology 8 or 45 or equivalent.

A study of fish, amphibians, and reptiles with emphasis on classification, identification, distribution, life histories and economic importance of local species. Two hours lecture, three hours laboratory each week.

145. GENERAL EMBRYOLOGY

3 hours

Prerequisite: Biology 45, 46 or equivalent.

An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two hours lecture, three hours laboratory, each week.

146. COMPARATIVE ANATOMY

3 hours

Prerequisite: Biology 45, 46, or equivalent.

A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two hours lecture and three hours laboratory each week. (Credit will not be given for both this course and the former Zoology 104.)

176. PLANT PHYSIOLOGY

3 hours

Prerequisites: Biology 51, 52 or equivalent and Chemistry 1-2 or equivalent.

A study of the functions of plant organs. Topics covered include water relations, mineral nutrition, photosynthesis, transpiration, translocation, respiration and growth. Two hours lecture, three hours laboratory, each week. This course is taught on alternate years.

*177. MICROTECHNIQUE

3 hours

Prerequisite: Biology 45, 46 or 51, 52 or equivalent.

Preparation, mounting, and staining of various plant and animal tissues on slides for microscopic study. One hour lecture, six hours laboratory, each week. This course is taught on alternate years.

178. ANIMAL HISTOLOGY

3 hours

Prerequisite: Biology 45, and 46, or equivalent.

A descriptive study of normal tissues, including those of man. The microscopic identification and characteristics of stained sections is emphasized in the laboratory. One hour lecture, six hours laboratory, each week.

191. PROBLEMS IN BIOLOGY

1-2 hours

This course is for biology majors and minors only and consists of individual research work in some field of biology. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

195. BIOLOGY SEMINAR

1 hour

Open to Biology majors or minors only.

Reports are made on some specific problem in the field of Biology and on current literature in the field. To be taken in the senior year or with approval of department head.

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION

Wayne VandeVere, Cecil Rolfe, Robert Merchant

Major—Business Administration: Forty hours for the Bachelor of Science with a major in business administration including courses 31:32; 61:62; 71, 72; 129; 142; 152; 155, 156. Cognate requirements: Office Administration 14 (Intermediate typewriting) or equivalent, and Math 5 or equivalent and 82.

Major—Accounting: Forty-five hours for the Bachelor of Science with a major in accounting including courses 31:32; 61:62; 71, 72; 102; 112; 152; 155, 156; 160; 171. Cognate requirements: Office Administration 76 and 14 (Intermediate typewriting) or equivalent, and Math 5 or equivalent and 82.

Students preparing for the C.P.A. examinations are advised to take course 191, 192—C.P.A. Review Problems.

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exception of foreign language study.

Minor—Business Administration: Eighteen hours including courses 31:32; 71, 72; and six hours of upper biennium from courses listed as accounting or general business.

Minor—Economics: Eighteen hours including courses 71, 72; 133; and 134 and six other hours from courses listed as economics. Economics 71, 72 may not apply on a major in Business Administration or Accounting if the student has an economics minor.

ACCOUNTING

31:32. PRINCIPLES OF ACCOUNTING 6 hours
A course in the fundamentals of accounting theory.

61:62. INTERMEDIATE ACCOUNTING 6 hours
Prerequisite: Accounting 31:32.
Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts. Two hours lecture, three hours laboratory each week.

102. COST ACCOUNTING 3 hours
Prerequisite: Accounting 61.
The general principles of job order and process cost accounting, including the control of burden. This course is taught in alternate years.

103. ADVANCED COST ACCOUNTING 3 hours
Prerequisite: Accounting 102.
A study of standard costing, direct costing, break-even analysis, estimated costs, distribution costs and specialized problems in cost determination. This course is taught in alternate years.

BUSINESS ADMINISTRATION

***112. ADVANCED ACCOUNTING**

3 hours

Prerequisite: Accounting 61:62.

Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts. This course is taught in alternate years.

131. GOVERNMENTAL ACCOUNTING

3 hours

Prerequisite: Accounting 61:62.

A course designed to show and explain the accounting principles and procedures applicable to both state and local governments, including counties, townships, cities and villages, school districts, and certain institutions such as hospitals, colleges and universities. This course is taught in alternate years.

***160. AUDITING**

3 hours

Prerequisite: Accounting 61:62.

Accepted standards and procedures applicable to auditing and related types of public accounting work. This course is taught in alternate years.

***171. FEDERAL INCOME TAXES**

4 hours

Prerequisite: Accounting 31:32.

This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee. This course is taught in alternate years.

191, 192. C.P.A. REVIEW PROBLEMS

6 hours

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS

71, 72. PRINCIPLES OF ECONOMICS

6 hours

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

***133. THE PRICE SYSTEM**

3 hours

A study of the behavior of business firms under fully and imperfectly competitive conditions. Pricing of products and productive resources. This course is taught in alternate years.

134. INCOME AND EMPLOYMENT THEORY

3 hours

An analysis of the forces that determine general level of prices, output and employment. This course is taught in alternate years.

139. MONEY AND BANKING

3 hours

Prerequisite: Economics 71, 72.

Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered. This course is taught in alternate years.

***176. COMPARATIVE ECONOMIC SYSTEMS**

3 hours

A study of the characteristics and functions of economic systems. Analysis of alternative patterns of economic control, planning and market structure. Consideration of their theories and philosophies. This course is taught in alternate years.

CHEMISTRY

GENERAL BUSINESS

126. ELEMENTS OF SELLING AND ADVERTISING

3 hours

A course designed to study the basic principles underlying the personal selling process and the effective use of advertising. Their contribution to the overall marketing plan of the firm is stressed. This course is taught in alternate years.

129. MARKETING

3 hours

A study of the nature and functions of marketing. Includes marketing institutions, basic problems in the marketing of commodities and services, price policies, and competitive practices. This course is taught in alternate years.

***142. PRINCIPLES OF ORGANIZATION AND MANAGEMENT**

3 hours

An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics. This course is taught in alternate years.

***147. PERSONNEL ADMINISTRATION**

3 hours

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership. This course is taught in alternate years.

152. BUSINESS FINANCE

3 hours

Prerequisite: Accounting 61:62.

A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization. This course is taught in alternate years.

153. SECURITY ANALYSIS

3 hours

Analysis of individual issues and the various classes of securities through the use of financial data. Derivation of investment values for individual securities, including intrinsic and market values, through application of analytical principles and techniques. This course is taught in alternate years.

155, 156. BUSINESS LAW

6 hours

The nature and social functions of law; social control through law; the law of commercial transactions and business organization.

175. BUSINESS ADMINISTRATION PROBLEMS

1-2 hours

Individual research work open only to business majors. Content to be arranged. Approval must be secured from department head prior to registration.

CHEMISTRY

John Christensen, M. D. Campbell, Norman Peek, Mitchel Thiel

Major: Thirty hours including courses 11-12 (or 13-14), 113-114, 117 (5 hours), 190 or 150-154 total of eight hours. Mathematics 41:42

CHEMISTRY

and Chemistry 144 (Chemistry 133 may be substituted for Chemistry 144) are cognate requirements. Chemistry 144 may count toward the applied arts requirement. To complement the major in Chemistry, a minor in Biology, Mathematics or Physics is recommended. Mathematics 91 and Physics 51:52 (or 93:94) and 61:62 are advised. German is recommended in fulfillment of the foreign language requirement.

Major: Forty hours for the Bachelor of Science with a major in Chemistry including courses 11-12 (or 13-14) 113-114, 117 (5 hours), 121, 133, 144, 150, 151, 152, 153, 154, 190*; and cognate requirements of Mathematics 41:42, 91; and Physics 51:52 (or 93:94) and 61:62. To complement the major in Chemistry a minor should be chosen from Mathematics, Biology, Physics or Foods and Nutrition**. Elementary Modern Physics 95 may be applied toward a B.A. or B.S. degree in Chemistry. General Education requirements are as follows:

Applied and Fine Arts (Humanities may apply)	5 hours
Foreign Language—German 93-94	6 hours
College Composition	6 hours
Physical Education and Health	4 hours
Speech or Literature	2 hours
Religion including 10, 50, 105	12 hours
Social Science, including a six-hour sequence	9 hours

This degree is intended to prepare the student for graduate work in Chemistry or for a professional career in Chemistry. Except by special arrangement, German is to be chosen in fulfillment of the foreign language requirement.

Minor: Eighteen hours including course 113-114 or 81. Chemistry 117 is highly recommended.

The normal sequence of courses in a chemistry major are: First year, 11-12 (or 13-14); second year 113-114; third year, 117, 150, 144; fourth year, 151, 152, 153, 154 and/or electives.

5. INTRODUCTION TO CHEMISTRY

3 hours

An introduction to the elementary principles of chemistry and their applications to everyday life. Especial emphasis is given to chemical demonstrations with simple equipment. This course will not apply on any curriculum if Chemistry 7, 11-12 or 13-14 is taken. Two hours lecture, three hours laboratory each week.

*Students planning to do graduate work in Biochemistry should elect 172 as part of the major and should also take Biology 22, 45 and 46.

**Students minoring in Foods and Nutrition should also elect 172 as part of the major.

CHEMISTRY

7:8. SURVEY OF CHEMISTRY

6 hours

Prerequisites: High school algebra, and either high school Physics or Chemistry, or permission of instructor.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students who need a survey course in chemistry. It will also fulfill the natural science requirement. It is a terminal course and may not be used as a prerequisite for advanced chemistry courses excepting Chemistry 9. This course will not apply on any curriculum if Chemistry 11-12 or 13-14 is taken. Two hours lecture, three hours laboratory each week. Students who fail to make a satisfactory grade may be asked to attend class an extra day per week.

9. NUTRITIONAL CHEMISTRY

2 hours

Prerequisites: Chemistry 7-8.

This course presents the fundamentals of human nutrition by utilizing elementary biochemistry. Does not apply on a major or minor in chemistry.

11-12. GENERAL CHEMISTRY

8 hours

Prerequisite: High school algebra and either high school physics or chemistry.

Mathematics 41 or 5, 41 must be taken concurrently with General Chemistry or preferably before, with the exception of Home Economics or dietetics majors, who must take Mathematics 5. Any exception to the above requirement will require the instructor's permission.

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. The second semester includes some work in qualitative analysis. Three hours lecture, three hours laboratory, and one hour quiz section each week. Students who maintain a required grade in the course will be excused from the quiz section after the first test.

13-14. GENERAL CHEMISTRY—HONORS SECTION

8 hours

Prerequisites: High school algebra and chemistry and the passing of a test for admission to the class. Mathematics 41 or 5, 41 must be taken concurrently or previously.

A study of the principles of chemistry, the elements, principal compounds, and reactions of chemistry. The second semester includes the study of qualitative analysis. Three hours lecture, three hours laboratory per week.

81. ORGANIC CHEMISTRY

4 hours

Prerequisites: Chemistry 11-12 or 13-14.

A brief study of simple organic compounds, both aliphatic and aromatic and their reactions. Three hours lecture, three hours laboratory, each week. Taught in alternate years on sufficient demand.

113-114. ORGANIC CHEMISTRY

8 hours

Prerequisites: Chemistry 11-12 or 13-14.

A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

117. QUANTITATIVE ANALYSIS

4 or 5 hours

Prerequisites: Chemistry 11-12 (or 13-14).

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition

CHEMISTRY

of a variety of unknowns with the related theory and problems. Three hours lecture, three or six hours laboratory, each week.

121. ORGANIC QUALITATIVE ANALYSIS

2 or 3 hours

Prerequisite: Chemistry 113-114.

Application of solubility principles, classification reactions and the preparation of derivatives for the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week. Offered on sufficient demand.

122. ADVANCED ORGANIC CHEMISTRY

2 hours

Prerequisite: Chemistry 113-114.

A study of advanced topics in organic chemistry such as hetrocyclic compounds, bonding theory, mechanisms, natural products, etc. Two hours lecture each week. Taught in odd years on sufficient demand.

123. ORGANIC PREPARATIONS

1 hour

Prerequisite: Chemistry 113-114.

A course in the preparation of representative organic compounds, either synthetically or by isolation from natural sources. One laboratory period each week. Taught in odd years on sufficient demand.

133. INSTRUMENTAL ANALYSIS

4 hours

Prerequisite: Chemistry 117.

A study of the theories, techniques and instruments involved in spectrometry, chromatography, electrochemistry and radiochemistry. Three class periods per week, one of which is a laboratory discussion period, and one five-hour laboratory period each week. Taught in alternate years on sufficient demand.

144. LABORATORY GLASS BLOWING

1 or 2 hours

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the major.

150. PHYSICAL CHEMISTRY

2 hours

Prerequisites: Physics 51-52 (or 93-94), Mathematics 41, 42, 91.

A study of gases, kinetic theory, thermodynamics. Two hours of lecture each week.

151. PHYSICAL CHEMISTRY

2 hours

Prerequisites: Chemistry 150 or instructor's permission.

A study of solids, liquids, reaction kinetics, electrochemistry, and conductivity. Two hours lecture each week.

152. PHYSICAL CHEMISTRY

2 hours

Prerequisites: 150, 151, or instructor's permission.

A study of atomic, molecular and nuclear chemistry, adsorption and colloids. Two hours of lecture each week.

153, 154. PHYSICAL CHEMISTRY LABORATORY

2 hours

Prerequisites: Chemistry 117, also Chemistry 151, 152 must be taken concurrently or previously. Experiments chosen to illustrate material in Chemistry 151, 152. One laboratory period each week.

162. ADVANCED INORGANIC CHEMISTRY

2 hours

Prerequisite: Chemistry 117 or instructor's permission.

A study of selected topics such as quantum theory, wave mechanics, chemical

COMMUNICATIONS

bonding, periodic properties, coordination, stereochemistry, and nonaqueous solvents. Two hours lecture each week. Taught in even years on sufficient demand.

163. INORGANIC PREPARATIONS

1 hour

Prerequisite: Chemistry 117 or instructor's permission.

A variety of laboratory syntheses of inorganic compounds and complexes and their characterization, in some cases. One laboratory period each week. Taught in even years on sufficient demand.

172. BIOCHEMISTRY

5 hours

Prerequisite: Chemistry 113-114 or 81.

The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Four hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH

1 to 2 hours

Prerequisite: 20 hours of Chemistry.

Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student. Prior to registration, two semesters before graduation, students are urged to contact all chemistry staff members with respect to choice of available problems. Should be taken not later than the first semester of the senior year.

COMMUNICATIONS

Donald Dick, James C. Hannum, Genevieve McCormick,
Jon Penner, Leamon L. Short, William H. Taylor

Major: Thirty hours including (a) basic requirements of Speech 5, 63 (or 64 by permission of the department), 75; Journalism 53:54, 165; Communications 101, 102 and (b) 12 hours in either a Speech or a Journalism emphasis:

Speech Emphasis—Speech 113, 117, plus 6 hours elected within the over-all departmental offerings. At least 2 of these elected 6 hours must be in Speech.

Journalism Emphasis—Journalism 62, 126, plus 5 hours elected within the over-all departmental offerings. At least 2 of these elected 5 hours must be in Journalism.

Cognate requirements include: Applied Theology 73 (exception: Theology Majors), Industrial Arts 17:18.

Recommended courses include: English 123, Business Administration 126, Psychology 170, History 148, Geography 41, 42, Political Science 115, 162, and Library Science 53.

Minor—Communications: Eighteen hours including Speech 5; Journalism 53, Communications 101, 102; with a minimum of six hours of upper biennium work from over-all departmental offerings.

Minor—Journalism: Eighteen hours including Journalism 53:54, 165; Communications 102; with a minimum of six hours in the upper biennium in Journalism.

COMMUNICATIONS

Minor—Speech: Eighteen hours including Speech 5, 63 (or 64 by permission of the department), 75; Communications 101; with a minimum of six hours in the upper biennium in Speech.

RADIO STATION

Communications students at Southern Missionary College have opportunities for realistic learning experiences in connection with the college's educational radio station, WSMC-FM.

WSMC-FM is an 80,000 watt, stereo, non-commercial educational radio station, operating some seventy hours per week. It is the most powerful educational radio voice in the southeast and one of the most powerful in the nation.

The studios of WSMC-FM are located in Lynn Wood Hall and are equipped with the latest electronic components. With matching control rooms, recording room, record library, classroom-studio and offices, the station is adequate for diversified radio programming and production.

The new Collins 10-kilowatt transmitter and the 200-foot tower carrying the eight bay antenna system are located on White Oak Mountain some three miles south of the campus. The range of the station signal varies from a rough circle of one hundred miles to thrusts up to two hundred miles in directions particularly favorable to transmission.

Communications majors who include radio courses in their preparation are encouraged to participate in the many aspects of the total program of WSMC-FM.

COLLEGE PUBLICATIONS

The journalistic output of the Public Relations office of the college, the editing of the AP teletype news service for WSMC-FM, and the Student Association publications — *Campus Accent*, *Southern Accent*, *Southern Memories*, and *Eccos* all provide the communications student with varied opportunities to put journalistic principles into practice during his college career.

INTERNSHIP IN JOURNALISM AND PUBLIC RELATIONS

A program of journalism and public relations internships for selected communications majors has been developed. This program (which has been approved by the General Conference of Seventh-day Adventists) calls for an internee to associate with a publishing house, a newspaper, an educational or medical institution, for an arranged period, working directly with the institution in its editing, publishing, or public relations activities. A scholarship is provided for the internee and a proportionate amount of academic credit is available under the supervision of the Communications Department of the college in Journalism 198.

Applications for participation in the internships or in special projects from the department courses numbered 199 must be made to the head of the Communications Department.

COMMUNICATIONS

COMMUNICATIONS

101. INTRODUCTION TO COMMUNICATIONS THEORY 2 hours

Introducing the processes and effects of communication, this course gives attention to models of communication, to the psychology, sociology and semantics of the communications process.

102. SURVEY OF MASS COMMUNICATIONS 2 hours

A study of the communications process in professional journalism and in the mass communications industries of modern society, with special consideration of the Christian segment of society, both as consumers and dispensers of information.

JOURNALISM**

53:54. NEWS WRITING AND COPY EDITING 4 hours

Prerequisite: English 1-2.

Practice in newswriting and general reporting of church, school and community affairs for the public press. Study is given to the duties of the reporter in newsgathering and to his relationship to editorial requirements. Instruction is given in preparing manuscripts and seeing them through the various phases of printing.

62. PHOTOGRAPHY IN COMMUNICATIONS 3 hours

Introduction to photography. The use of pictures in publications and as visual aids to the speaker. Experience in taking, developing, and printing pictures and preparing them for submission to editors. Editorial selection and display of pictures. Two hours lecture, four hours laboratory each week.

126:127. COMMUNICATIVE WRITING I AND II 8 hours

Prerequisites: English 1-2, Journalism 53:54, or permission of instructor.

Study and practice of preparation and marketing of all basic types of writing for magazines, newspapers, and books, with emphasis on critical reading and evaluation of the same. Writing for secular and religious publications covering the full range of news releases and article types, with emphasis on the writing of the editorial page.

165. PUBLIC RELATIONS 3 hours

Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communications.

166. PUBLIC RELATIONS CAMPAIGNS 3 hours

A study of successful public relations campaigns, analyzing plans, methods, and materials used. Emphasis is put on development programs for all types of institutions.

198. INTERNSHIP IN JOURNALISM/PUBLIC RELATIONS 2-4 hours

A specialized internship program for selected upper division communications majors at a participating institution whereby the student obtains actual experience in an editorial or public relations office under the supervision of the Communications Department.

**As a prerequisite to all Journalism courses except Journalism 62 it is necessary that the student have a competency in typewriting adequate to the demands of the course. The instructor in the course will indicate the level of these requirements. If a student has not had adequate typewriting instruction, he will be required to enroll in the Beginning Typewriting course in the Office Administration Department.

COMMUNICATIONS

199J. SPECIAL PROJECTS IN JOURNALISM

1-2 hours

(In the series of 199 courses, not more than 2 hours may apply on the Communications major, and not more than 2 hours may be taken in any one of the four areas in the series: Journalism, Public Relations, Speech, Radio/TV/Film. Basic courses in the respective areas, and the written approval of Head of Department, are prerequisites to the 199 series of courses.)

199PR. SPECIAL PROJECTS IN PUBLIC RELATIONS

1-2 hours

(See note above.)

SPEECH

5. FUNDAMENTALS OF SPEECH

2 hours

Establishment of a basic approach to speech, an elementary survey of the area, and an opportunity to develop speaking ability in various speech situations.

31. RADIO-TV ANNOUNCING

2 hours

Prerequisite: Permission of instructor.

A speech-oriented introduction to the art of broadcasting, including announcing, newscasting, recording, and control room techniques. One hour lecture and three hours laboratory each week. (Laboratory may be fulfilled by on-the-air performance for those qualified.)

63. VOICE AND DICTION

2 hours

An introductory study of the speech mechanism and the improvement of its functioning, with special attention to individual problems.

64. ORAL INTERPRETATION

2 hours

Theory and practice in the art of conveying to others the full meaning of selected readings in literature.

75. ELEMENTS OF RADIO AND TV

3 hours

A survey of the radio and TV media and their roles in society, with training and practice in development, writing and production of various types of radio programs. Two hours lecture, three hours laboratory each week.

113. PSYCHOLOGY OF PERSUASIVE SPEECH

3 hours

Prerequisites: Speech 5 and Communications 101, or permission of instructor.

A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

117. DISCUSSION AND DEBATE

3 hours

Prerequisites: Speech 5 and Communications 101, or permission of instructor.

Analysis of the role of discussion and debate in modern society and the church, and development of the attitudes and skills essential to their useful practice.

*163. INTRODUCTION TO SPEECH CORRECTION

2 hours

Prerequisite: Speech 5, or equivalent.

A basic study of the classification, causes, and treatment of speech disorders, with special attention paid to functional disorders. Designed to introduce the field of speech therapy to those who may wish to do professional work in this area, and to orient teachers to speech problems encountered in the classroom. This course is taught in alternate years.

EDUCATION

164. ADVANCED ORAL INTERPRETATION

2 hours

Prerequisite: Speech 64 or permission of instructor.

Analysis of the philosophy and the performance of special types of literature. Consideration of literary interpretation as a fine art. Planning the oral reading recital and program. This course is taught in alternate years.

175. BROADCASTING PRODUCTION

3 hours

Prerequisite: Speech 75, or permission of instructor.

Development, writing, production, and evaluation of various types of programs for the broadcasting media, with attention to audience analysis, research, and foreign systems of broadcasting. Two hours lecture, and three hours laboratory each week.

199S. SPECIAL PROJECTS IN SPEECH

1-2 hours

(See note under Journalism 199J.)

199R. SPECIAL PROJECTS IN RADIO/TV/FILM

1-2 hours

(See note under Journalism 199J.)

EDUCATION

Kenneth Kennedy, James Ackerman, J. L. Clark, Don Crook,
Thelma Cushman, Olivia Dean, LaVeta Payne, Lilah Lilley,
Carolyn Luce, Marvin Robertson, Richard Stanley,
Nelson Thomas, Drew Turlington.

SUPERVISORY INSTRUCTORS—SECONDARY

Ronald Barrow
Roy Battle
Don Crook
Sylvia Crook
Robert Davidson
Betty Gardner

Orlo Gilbert
Ruth Higgins
Delane Isaak
John Merry
Ronald Stephens

SUPERVISORY INSTRUCTORS—ELEMENTARY

John Baker
Richard Christoph
Willard Clapp
Lilah Lilley

Helen Sauls
Thyra Sloan
Juanita Sparks
Mildred Spears

The SMC program of Teacher Education is approved by the Tennessee State Board of Education, the General Conference of Seventh-day Adventist Department of Education, and the American Association of Colleges for Teacher Education. Students taking the teacher education curriculum are affiliated with the Student National Education Association.

DEPARTMENTAL AIMS

Courses in education are offered to provide the necessary professional preparation to meet certification requirements for public and church related elementary and secondary school teaching, to afford a general understanding of the school as a social institution for those entering services other than teaching, and to serve as prerequisites to graduate programs.

EDUCATION

PROGRAMS AND ADMISSION PROCEDURES

The teacher education programs are founded upon a liberal arts demand for breadth and depth of knowledge and experience, and on the idea that a teacher should be a good example in health, intellect, and character.

A student who wishes to be admitted to the teacher education program must file a formal application with the Department of Education prior to the end of his sophomore year. Upper class transfer students must file application the first semester in residence. The applicant must show a 2.0 average for all courses taken during the first two years, demonstrate competence in basic English communication skills, and show evidence of physical, moral, and mental fitness, emotional maturity, and professional commitment.

The Teacher Education Council will admit competent individuals to take professional courses in education, and recommend them for certification and graduation.

Several state departments of education request scores from the National Teachers Examination as a certification requirement. It is highly recommended that each teacher education student take this test in his last semester before graduation.

The criteria for admission to teacher education, together with outlines of teaching majors in secondary education and other pertinent materials, may be obtained from the Office of Admission and Records and from the Department of Education.

MAJOR—ELEMENTARY EDUCATION

Education courses required are 5, *21, 58, 65, 125, 142, 163, 171, 191, Psychology 112 for the Bachelor of Science Curriculum.

Students may elect to take a major in a subject matter field and a minor or a composite major consisting of 15 hours each in four teaching fields. An over-all grade point average of 2.00 is required with a 2.25 grade point average required in the four teaching fields and professional education.

Each student will be responsible for determining the additional courses that may be required for certification in the state of his choice. This information can be obtained at the office of Admissions and Records or the Department of Education. Electives are to be selected to enrich teaching areas, six hours of which should be upper biennium.

The following requirements apply only to students pursuing a Bachelor of Science degree in Elementary Education.

Applied Arts	4 hours
Fine Arts	2 hours
Language Arts Including English 1-2, Speech 64, Library Science 105, Literature	15 hours

* Education 21 not accepted for Tennessee state certification.

EDUCATION

Natural Science and Mathematics (including Biology 5, Chemistry 5, Physics 1, Math 1, Plus 3 additional hours of math)	18 hours
Physical Education (including 22, 53, 152, and two hours of activity, Sociology 82)	12 hours
Religion (including 10, 50, 105)	12 hours
Social Science (including Geography 41-42 and History 148, and a six-hour sequence)	15 hours

SECONDARY PROGRAM

Admission to the Department of Teacher Education is the same as for the major in Elementary Education.

In the first semester of the junior year the student, in consultation with his major professor and the chairman of the Department of Education, must work out a program of studies leading to a degree and meeting certification requirements. The program forms may be obtained in the Office of Admission and Records.

Certification requirements vary from state to state. The following courses are required to meet the minimum state and denominational certification standards: Education* 21, 142, 166, 173, 191, and psychology 112. Each student will be responsible to determine the additional courses that may be required for certification in the state of his choice. This information can be obtained at the Office of Admissions and Records or the Department of Education.

Students who desire State of Tennessee certification should meet the above requirements plus six additional hours of professional education. In the area of general education, two fields must be represented in social science; two additional semester hours should be taken in family development for the area of physical education, health and family development; three hours of the science and mathematics requirements must be mathematics 1.

COURSES IN EDUCATION

5. INTRODUCTION TO TEACHING

2 hours

The student is given an opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classroom at all grade levels. Two class periods per week plus special assignments.

21. FUNDAMENTALS OF EDUCATION

2 hours

A survey of the basic principles of education. The course examines the fundamental philosophy of Christian education.

58. ART IN THE ELEMENTARY SCHOOL

3 hours

Exploratory activities designed to acquaint the students with materials, methods, and procedures for the teaching of art on the various instructional levels. A brief study of the basic principles of art and art appreciation is included. Observation and participation in the art activities of the elementary school will be scheduled.

EDUCATION

65. ELEMENTARY SCHOOL MUSIC

3 hours

A course designed to prepare teachers to direct the music activities in the elementary school. The content includes fundamentals, appreciation, singing, playing, and rhythmic activities. Observation and participation in the music of the elementary school is required. One hour lecture and three hours laboratory work per week.

125. TEACHING OF READING, GRADES I-VI

3 hours

A study is made of the materials and methods used in teaching reading in the elementary grades. Opportunity to observe and participate in the laboratory school will be scheduled.

138. AUDIO-VISUAL EDUCATION

2 hours

The survey of aims, methods, and materials involved in use and evaluation of audio-visual instruction aids.

140. TEACHING OF READING, GRADES VII-XII

3 hours

The purpose of this course is to give a comprehensive view of reading problems, and to plan programs which meet the needs of individual pupils. Diagnostic and remedial procedures for grades 7-12 will be stressed, and experience in the use of the various types of materials and equipment available. Recommend for all secondary teachers.

142. SCHOOL ORGANIZATION AND ADMINISTRATION

2 hours

This course is designed to help elementary and secondary teachers and theology majors to understand the organization and administration of classroom and school management.

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS

2 hours

A basic professional course in the administration of the school home. (Offered on demand.)

163A. MATERIALS & METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

3 hours

Prerequisite: Admission to Teacher Education.

This course will be offered the first nine weeks of the semester. Double periods are required. Emphasis is placed on general methods and materials for the teaching of Bible, social studies and English. Directed observation in selected schools.

163B. MATERIALS & METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

3 hours

Prerequisite: Admission to Teacher Education.

Effective techniques, methods and evaluation in the teaching of Mathematics, Science and Health. Directed observation in selected schools.

166. PRINCIPLES OF TEACHING IN THE SECONDARY SCHOOL

2-5 hours

Prerequisite: Admission to Teacher Education.

This course will be offered double periods during the first nine weeks. Team teaching will be incorporated between the teacher education faculty and subject matter specialists in the areas of concentration. Two hours of observation will be scheduled each week in fields of specialization. The course will include a study of the current practices in curriculum development along with the purposes and organization of the secondary school curriculum. Teaching methods and evaluation procedures will be studied. Guidance in collection and organization of materials for teaching and practice in planning for teaching will be given.

Areas which offer programs toward certification are: (A) Bible, (B) Business, (C) English, (D) History, (E) Home Economics, (F) Industrial Arts, (G) Music, (H) Physical Education and Health, (I) Science and/or Mathematics.

ENGLISH LANGUAGE AND LITERATURE

171. STUDENT TEACHING, GRADES 1-9

8 hours

Prerequisite: Admission to Teacher Education. Education 142, 163; Psychology 112; grade point average 2.25 in areas of concentration and professional subjects. Recommend student-teacher report for observation the first week of fall semester at the A. W. Spalding School.

This course is offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in on-campus and off-campus laboratory schools. The summer session is open only to those with previous teaching experience. A minimum of two hours must be earned in residence. Each student will be responsible for his own transportation.

173. STUDENT TEACHING, GRADES 7-12

6 hours

Prerequisite: Admission to Teacher Education. Education 166; Psychology 112; grade point average 2.25 in teaching areas and professional subjects.

This course to be offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in on-campus and off-campus laboratory schools. A minimum of two hours must be earned in residence by degree candidates. Music majors must have conducting. Each student will be responsible for his own transportation.

191. SOCIAL FOUNDATIONS OF AMERICAN EDUCATION

2 hours

A study of the sociological, historical, and philosophical foundations of American education.

193. DIRECTED STUDY

1-2 hours

This course permits the advanced student with adequate preparation to pursue independent study in special fields.

197. WORKSHOP IN ELEMENTARY EDUCATION

2 hours

Opportunity is provided for students to work under supervision on curriculum problems.

ENGLISH LANGUAGE AND LITERATURE

Lynn Sauls, Ann Clark, Olivia Dean, Bruce Gerhart, Minon Hamm, Frank Knittel, Evlyn Lindberg, Carolyn Luce, LaVeta Payne

Major: Thirty hours, excluding College Composition, including courses 85, 105, 110, 117, 118, 123, 124; one of the following: 39 (preferably), 41, 65; and one of the following: 179, 180. Required cognate: History 151.

Students anticipating secondary teaching should meet state certification requirements (see Secondary Program under EDUCATION), take a minor in Fields Related to English Education, and obtain experience working on the *Southern Accent* staff, *Southern Memories* staff, and/or a programs committee of one of the student organizations.

Minor: Eighteen hours, excluding College Composition, including course 123; one of the following: 39 (preferably), 41, 65; one of the following: 85, 124; and two of the following: 105, 110, 117, 118.

Minor in Fields Related to English Education (Available only to English Majors): Eighteen hours including Library Science 53; History 151, Speech 5, 64; Journalism 53; and five (two upper division)

ENGLISH LANGUAGE AND LITERATURE

hours from the following electives: Psychology 115; Typing 13, 14, or 15; Education 140; any Communications course; any Library Science course.

01-02. BASIC GRAMMAR

No Credit

Students whose scores on the English placement tests indicate definite weakness in mechanics and structure are required to register for this course both semesters. A minimum of a "C" average in each semester of Basic Grammar will be the prerequisite for subsequent enrollment in College Composition. Since this course meets twice weekly, it will comprise two hours of the student's registered class load each semester.

03. PROGRAMMED ENGLISH

No Credit

Students whose scores on the English placement tests indicate a need for reinforcement in mechanics and structure are required to register for this class. Concurrent registration in College Composition may be permissible. Since the material is carefully programmed, the student, progressing at his own rate of speed, may complete the course within a shorter time. Repetition of Programmed English will be required of anyone whose semester grade in the course is below "C". Failure to achieve a minimum of "C" grade will disqualify the student from continuing in College Composition. Since this course meets twice weekly, it will comprise two hours of the student's registered class load.

1-2. COLLEGE COMPOSITION

6 hours

A study of the fundamental principles of composition: syntax, sentence structure, paragraph development, organization of material, and effective, functional writing. Attention is also given to interpretative and evaluative reading and to vocabulary development. Admission to College Composition depends upon the student's satisfactory performance on the English placement tests. Students failing to achieve the required rating on these tests will be registered for remedial work in conjunction with or prior to College Composition I. A student failing College Composition 1 will not be permitted to enroll for the second semester of the course.

20-21. COLLEGE COMPOSITION—HONOR SECTION

6 hours

A course designed for those students whose placement tests indicate a mature grasp of the fundamentals of English grammar. In such cases it substitutes for College Composition 1-2. Although some review will be given to syntax and mechanics, the emphasis of the course will be on effective expression and enrichment of diction, an understanding of writing types and skills, and practice in the achieving of these in the student's own composition.

39. APPROACHES TO LITERATURE

3 hours

Prerequisite: College Composition 20 or permission of the instructor.

A variety of critical approaches will be examined and applied in the study and appreciation of selected works of poetry, prose, and drama. Although this course is designed primarily for English majors and minors, other qualified students are welcome.

41. LITERATURE AND LIFE

3 hours

Prerequisite: College Composition 2 or 20.

A thematic approach to the study and appreciation of literature, including the study of literary types and terms.

56. RAPID READING

2 hours

Prerequisite: Reading Techniques or permission of the instructor.

A course designed to teach students how to comprehend material at rapid reading rates. The goal is to triple reading rate and improve comprehension.

ENGLISH LANGUAGE AND LITERATURE

65. MASTERPIECES OF LITERATURE

3 hours

Prerequisite: College Composition 2 or 20.

A study and appreciation of selected English and American literary masterpieces in light of their biographical, historical, cultural, and literary settings.

*85. INTRODUCTION TO LINGUISTICS

3 hours

Prerequisite: College Composition 2 or 20.

Purposes to give the student a background in history of the English language; to acquaint him with the various fields, aspects, and branches of linguistics; to equip him with a working knowledge of structural linguistics' four principal branches—phonetics, phonemics, morphemics, and grammar; and to relate these learnings to the teaching of contemporary English. Open to sophomore and upper division students. This course is taught in alternate years.

*105. BIBLICAL AND WORLD LITERATURE

4 hours

A study of major world masterpieces in translation, including Biblical poetry. This course is taught in alternate years.

*110. AMERICAN LITERATURE

4 hours

A study of major and some minor American writers, as well as of literary trends and influences from the Colonial period to the present. This course is offered in alternate years.

117. ENGLISH LITERATURE TO 1800

4 hours

A study of medieval, Renaissance, and Neo-Classical writers and their works with special emphasis on Chaucer, Shakespeare, Milton, and Johnson. This course is offered in alternate years.

*118. ENGLISH LITERATURE: 1800 TO THE PRESENT

4 hours

A study of the principal Romantic, Victorian, and Twentieth-century writers and their works. This course is offered in alternate years.

123. CREATIVE WRITING

3 hours

A study of the principles, techniques, and types of personalized writing, providing the student with opportunity to develop his own style and to find possible markets for his manuscripts that may be worthy of publication.

124. ADVANCED GRAMMAR

3 hours

A detailed survey of descriptive grammar as it pertains to parts of speech, sentence construction, syntax, and punctuation. Designed to aid any student who wishes to strengthen his skill in grammar analysis, it is also especially helpful for prospective teachers and writers.

161. INDEPENDENT STUDY

1 or 2 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to English majors or minors with the approval of the department head.

179. MEDIEVAL LITERATURE

2 hours

Literature from Anglo-Saxon times until the close of the fifteenth century. Special attention given to literary types, the "matters of romance", and the works of Chaucer.

*180. HISTORY OF THE ENGLISH LANGUAGE

2 hours

The history of language, including the sound changes affecting modern English, the history of grammatical forms, and vocabulary. A fundamental knowledge of grammar is assumed.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HEALTH, PHYSICAL EDUCATION AND RECREATION

Cyril Dean, Marilyn Lowman, Nelson Thomas

Major in Health, Physical Education and Recreation: Thirty-six hours including courses 35, 41, 42, 43, 44, 72, 98, 99, 160, 161, 175, and 176. Required cognates: Biology 11, 12.

All general education requirements apply to students pursuing this program except the language requirement; the general education physical activity requirements will be met by courses 41-44. The major student must also pass P.E. 63 or its equivalent.

Majors training for teaching positions must meet the secondary school state certification requirements set forth by the Education Department.

Minor in Health, Physical Education, and Recreation: Eighteen hours including 35, 41, 42, 98, 99, and 176 with a minimum of six hours of upper division.

The physical education activity program is conducted to satisfy the need for recreation and physical exercise as a diversion from the sedentary classroom program. (During the freshman and sophomore years, students are required to take four hours of activity courses to learn the skills and techniques associated with acceptable recreational activities.) In subsequent years students are encouraged to participate in the recreation program.

Students enrolled in activity courses must wear regulation suits and shoes to all class appointments. Regulation gym wear for both men and women is available at the college store, Southern Mercantile. For full particulars, see your dormitory dean or the director of physical education.

The activities program consists of the following indoor and outdoor carry-over games:

Team Sports

Basketball
Flagball
J-ball
Softball
Soccer
Volleyball

Individual and Dual Sports

Archery
Badminton
Golf
Swimming
Tennis
Tumbling
Track and Field

ACTIVITY COURSES

11. SOCCER AND VOLLEYBALL

1 hour

12. VOLLEYBALL AND SOFTBALL

1 hour

HEALTH, PHYSICAL EDUCATION AND RECREATION

- 13. BASKETBALL AND SOFTBALL** 1 hour
- 41, 42. INDIVIDUAL ACTIVITIES** 4 hours
A course designed to give those who are majors and minors in physical education a knowledge of game strategy and progressions while developing their neuro-muscular skills in various individual activities.
- 43, 44. TEAM ACTIVITIES** 4 hours
Similar to courses 41, 42 except that team activities will be included.
- 52. ARCHERY** 1 hour
- 54. BADMINTON AND TENNIS** 1 hour
- 55. TRACK AND FIELD** 1 hour
- 56. GOLF** 1 hour
- 57. TUMBLING** 1 hour
- 58, 59. TUMBLING TEAM** 2 hours
Admission to P.E. 58 or 59 will be based on satisfactory performance of try-out requirements for team membership.
- 61. BEGINNING SWIMMING** 1 hour
For the novice, both beginning and intermediate swimming skills will be included.
- 62. ADVANCED SWIMMING** 1 hour
A review of swimming strokes and conditioning.

THEORY COURSES

HEALTH

- 22. SAFETY EDUCATION** 2 hours
The nature and causes of accidents, safety measures for the prevention of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid.
- 53. HEALTH AND LIFE** 2 hours
A study of physiology, mental health, diet and health, and other subjects vital to healthful living, with special emphasis given to denominational health standards as revealed by Ellen G. White and by scientific research today.
- 127. FIRST AID INSTRUCTOR** 1 hour
Prerequisite: Advanced Red Cross Certificate or P.E. 22.
The Red Cross Instructor Certificate will be issued to those completing the required work. This course is taught in alternate years.
- *160. KINESIOLOGY** 3 hours
Prerequisite: Biology 11, 12.
A study of joints and muscular structure and their relation to physical exercise. This course is taught in alternate years.

HEALTH, PHYSICAL EDUCATION AND RECREATION

***161. PHYSIOLOGY OF EXERCISE**

3 hours

A nonlaboratory course emphasizing the physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs. This course is taught in alternate years.

164. ATHLETIC INJURIES

2 hours

Prerequisite: Biology 11, 12.

The study of treatment and prevention of athletic injuries. This course is taught in alternate years.

PHYSICAL EDUCATION

35. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION

3 hours

A study into the aspect of physical education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

152. PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL

2 hours

This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

***170. HISTORY OF PHYSICAL EDUCATION**

3 hours

A study of the background of physical education. This course is taught in alternate years.

175. AN INTRODUCTION TO MEASUREMENTS AND RESEARCH IN HEALTH AND PHYSICAL EDUCATION

4 hours

A survey of tests used in Physical Education and an introduction to statistical procedures for assaying data and how it may be applied to research. This will be offered in alternate years.

176. PRINCIPLES AND ADMINISTRATION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

4 hours

An integrated study of the principles and administrative concepts of Health, Physical Education and Recreation. This course is offered in alternate years.

192. PROBLEMS IN PHYSICAL EDUCATION

1-2 hours

Prerequisite: 175 or it may be taken concurrently.

This course is for Physical Education majors only. Approval must be secured from the department head prior to registration.

RECREATION

50. CAMP EDUCATION

2 hours

A course designed to promote outdoor recreation and provide experience for those who are interested in Pathfinder summer-camp work. A weekend campout is included as part of the course.

63. WATER SAFETY

1 hour

Prerequisites: P.E. 62 or equivalent.

Leads to Red Cross Senior Life Saving certification.

HEALTH, PHYSICAL EDUCATION AND RECREATION

98-99. RECREATIONAL SUPERVISION AND OFFICIATING

4 hours

Study and participation in organizing and officiating in the intramural program.

125. WATER SAFETY INSTRUCTOR

1 hour

Prerequisite: P.E. 63 or Senior certificate.

Leads to Red Cross Instructor certification.

HISTORY—POLITICAL SCIENCE

Jerome Clark, Floyd Greenleaf, Floyd Murdoch, Everett Watrous

Major: Thirty hours including courses 1, 2; 53, 54; 183 and Political Science 115. At least two courses are to be taken in each of the following areas as selected in counsel with a member of the History Department:

Area I: American History 140, 145, 147, 148, 154, Political Science 116.

Area II: European History 110, 112, 131, 151, 161, Political Science 162.

Six hours from Geography 41, 42 and Economics 71, 72 are to be taken as cognate requirements. General Sociology 20 is a cognate requirement for those wishing to certify for teaching History. A minor in Business Administration, Economics, English, Mathematics, a Modern Language, or a Science is recommended.

Minor: Eighteen hours including 1, 2; 53, 54 and six hours of upper biennium courses in History or Political Science to be chosen in counsel with a member of the History Department. Those wishing to certify for teaching History must take all eighteen hours in History.

1, 2. SURVEY OF WESTERN CIVILIZATION

6 hours

An introductory consideration of the ancient, classical and medieval contributions to our own civilization and a consideration of modern and current developments.

51. CURRENT AFFAIRS

2 hours

A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.

53, 54. AMERICAN HISTORY AND INSTITUTIONS

6 hours

A study of the development of the character and civilization of the American people, including their politics and social institutions reaching to the present time.

110. MEDIEVAL EUROPE

3 hours

Prerequisite: History 1 or equivalent.

European History from 500-1200 A.D. This course is taught in alternate years.

112. RENAISSANCE AND REFORMATION

3 hours

Prerequisite: History 1, 2.

An analysis of the revival of learning, from medieval to modern conditions, and of the causes, substance, and effects of the Reformation and Counter Reformation.

HISTORY—POLITICAL SCIENCE

***131. HISTORY OF ANTIQUITY**

3 hours

Prerequisite: History 1, or equivalent.

A study of the ancient nations, chiefly Babylonia, Assyria, Egypt, Persia, and Israel. This course is taught in alternate years.

***132. GRAECO-ROMAN WORLD**

3 hours

Prerequisite: History 1, or equivalent.

A consideration of Greek culture, of Alexander's Hellenistic empire, of Roman institutions, and of the impact of Christianity upon the ancient world. This course is taught in alternate years.

***140. COLONIAL AMERICA**

3 hours

Prerequisite: History 53.

A study of American development from its origin to 1783 with particular emphasis on constitutional, political, economic, and social trends.

145. HISTORY OF LATIN AMERICA

4 hours

Prerequisite: History 2 or 53.

A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.

***147. AGE OF REFORM**

3 hours

Prerequisite: History 53.

A study of the religious, social, cultural movements in the Early National and Jacksonian periods.

148. HISTORY OF THE SOUTH

3 hours

A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.

151. ENGLISH HISTORY

4 hours

Prerequisite: History 1, 2.

An analysis of the political, social, economic, religious and cultural development of Great Britain and its contributions to the world, especially in constitutional and democratic institutions.

***154. MODERN AMERICA**

4 hours

Prerequisite: History 54.

A study of American history from 1877 to the present with particular emphasis on social, cultural, intellectual, and political developments. This course is taught in alternate years.

155, 156. HISTORY OF THE CHRISTIAN CHURCH

6 hours

Prerequisite: History 1, 2.

A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

160. NINETEENTH CENTURY EUROPE

3 hours

Historical developments in Europe from the French Revolution to the end of the Nineteenth Century stressing the political, economic, and cultural developments during that period.

161. TWENTIETH CENTURY EUROPE

4 hours

Prerequisite: History 2.

Historical developments in Europe from the French Revolution to the present.

HOME ECONOMICS

183. SEMINAR IN HISTORY

2 hours

Historical theories, procedures, and research methods are examined in conjunction with the preparation of a research project. To be taken by History majors in their junior year.

191. PROBLEMS IN HISTORY

1-2 hours

This course is for history majors only and consists of individual research work in some field of history. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

POLITICAL SCIENCE

115. AMERICAN NATIONAL AND STATE GOVERNMENT

3 hours

Prerequisite: History 53 or permission of instructor.

The establishment and operation of the Federal Constitution; the national and local judiciary; state, county, and local governments.

116. AMERICAN DIPLOMATIC HISTORY

3 hours

Prerequisite: History 53, 54.

Significant developments in American Diplomatic History from the Revolutionary Period to the present are examined with emphasis on trends since 1930.

*162. CONTEMPORARY INTERNATIONAL RELATIONS

3 hours

Prerequisite: History 1 and 2 or 53 and 54 or equivalent.

A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts. This course is taught in alternate years.

GEOGRAPHY

41, 42. WORLD GEOGRAPHY

6 hours

Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.

HOME ECONOMICS

Harriette Hanson, Thelma Cushman

Major—Home Economics: Thirty hours for the Bachelor of Science degree in Home Economics including courses 1, 2, 22; 26, 40, 131, and 180.

Those who plan to do graduate work in Home Economics should include Chemistry 11-12; Biology 12 and 22; and Economics 71, 72.

Major—Foods and Nutrition: Thirty hours for the Bachelor of Science degree in Foods and Nutrition including courses 1, 2, 26; 102; 161, 162, 171, and 172. Business Administration 31 and 147, Psychology 112, Biology 12 and 22, and Chemistry 11-12; 81, and 172 to be taken as cognate requirements. Home Economics 130 and 131 and courses in Economics, Psychology, and Education are recommended as electives.

HOME ECONOMICS

The general education requirements for the above degree programs are the same as those listed for the Bachelor of Arts degree with the exceptions of foreign language study.

Home Economics majors who wish to qualify for hospital dietetic internships approved by the American Dietetic Association must take the major in Foods and Nutrition. To qualify for American Dietetic Association membership in other areas of food and nutrition the student must meet the current specific requirements for A.D.A. membership Plan III. This should be arranged by the individual student in consultation with the head of the Home Economics Department.

Minor—Home Economics: Eighteen hours, six hours of which must be upper biennium.

Minor—Foods and Nutrition: Eighteen hours including courses 1, 2, 26, and six hours of upper biennium.

FOODS AND NUTRITION

1. FOODS 3 hours
Basic principles of food composition, selection, and preparation. Two hours lecture and one laboratory period each week.

2. NUTRITION 2 hours
Principles of nutrition and their application to everyday living. Offered both semesters.

26. MEAL PLANNING 3 hours
Prerequisites: Home Economics 1, 2, or by approval of instructor.
Menu planning, marketing, meal preparation, and table service. One hour lecture, three hours laboratory each week.

50. FOOD PREPARATIONS 1 hour
A course in food preparation for non Home Economics students. Effort will be made to meet the specific needs of the group. One three-hour discussion and laboratory period per week.

102. EXPERIMENTAL FOODS 4 hours
Prerequisites: Home Economics 1, 2, 26, and Chemistry 1 and 2 or by approval of instructor.
Individual and class problems in food preparation, calculating costs, preparing and serving meals for special occasions. Two hour lecture and two three-hour laboratory periods each week. This course is taught in alternate years.

***130. DEMONSTRATION TECHNIQUES** 2 hours
Prerequisites: Home Economics 1, 2, or by approval of instructor.
Designed to present purposes, standards, and techniques of demonstrations with application to teaching, business, and conducting cooking schools for adult groups. Two 2-hour periods each week. This course is taught in alternate years.

***161. ADVANCED NUTRITION** 3 hours
Prerequisites: Home Economics 1, 2, 26, and Chemistry 1 and 2 or by approval of instructor.
A study of the principles of normal nutrition as they apply to individuals at different ages. Two hours lecture and one laboratory period each week.

HOME ECONOMICS

***162. DIET THERAPY**

3 hours

Prerequisite: Home Economics 161.

A study of the principles of nutrition as applied to physiological conditions altered by stress, disease, or abnormalities. Two hours lecture and one laboratory period each week.

171. QUANTITY COOKERY

3 hours

A study of quantity food, purchasing, production, and service with experience in the college cafeteria. One hour lecture each week. Laboratory work by appointment in the various areas of food preparation.

172. INSTITUTION MANAGEMENT

3 hours

A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience in college and hospital food services. One hour lecture each week. Laboratory by appointment

HOME MANAGEMENT

***40. HOME MANAGEMENT**

2 hours

A study of family problems and goals with emphasis on planning personal and family schedules, conserving time and energy, financial plans and family housing. This course is taught in alternate years.

61. SOCIAL ETHICS

1 hour

Principles of Christian courtesy. Prepares for poised family, social and business relations. One and one-half hours a week.

62. INTERIOR DESIGN

4 hours

Prerequisites: History 1, 2, and Humanities

A study of interior design, architecture and selection of furnishings.

***112. APPLIED HOME FURNISHINGS**

3 hours

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. UNDERSTANDING YOUNG CHILDREN

3 hours

Prerequisites: Psychology 112 and Education 21.

A study of the young child beginning with prenatal care through the years of infancy and early childhood with the family as a background for growth and development. The physical, mental, and social development are studied. Two class periods and three hours observation in nursery school and homes each week.

180. PRACTICE IN HOME MANAGEMENT

3 hours

Prerequisites: Home Economics 1, 2, 26, 40, or approval of instructor.

Experience in solving problems of family living, care of a home, budgeting, laundering, entertaining, planning, marketing, preparing and serving meals in the home management apartment for six weeks. One class period each week.

TEXTILES AND CLOTHING

19. TEXTILES

3 hours

A study of basic fibers and weaves including properties, construction, selection, uses, and care of textile fabrics. Three one-hour lectures per week.

INDUSTRIAL EDUCATION

22. CLOTHING CONCEPTS

4 hours

Basic values related to clothing problems, including a study of aesthetics, fabrics, consumer economics, fitting and construction principles. Two one-hour lectures and one three-hour lab per week. Offered both semesters.

122. CLOTHING DESIGN

3 hours

Prerequisites: Home Economics 22 or by approval of instructor.

Clothing design and practice in creating designs through flat pattern and draping techniques. Two one-hour lectures and one three-hour lab per week.

*164. CREATIVE CLOTHING CONSTRUCTION

4 hours

Prerequisite: Home Economics 22.

Creative clothing construction with emphasis on creation of original design and manipulation of fabrics applied to tailored garments. Two one-hour class periods and two labs per week.

*176. COMMERCIAL CLOTHING

2 hours

Prerequisites: Home Economics 22, 122, and 164.

Construction of garments for non-class members of various figure types. Emphasis on organization and economy of time and materials. One class period and one lab period per week. Taught in alternate years.

191. INDEPENDENT STUDY IN HOME ECONOMICS

1 or 2 hours

To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member. Students minoring in Home Economics are limited to one hour.

INDUSTRIAL EDUCATION

Drew Turlington, Wayne Janzen, Dan McBroom

Major—Industrial Arts: Forty hours for the Bachelor of Science degree including courses 1; 7; 101 or 104; 124; 190; 195; 196; and a cognate requirement of Art 55 or 56. Courses in two of the following three areas must be selected in addition, for a minimum of eight semester hours in each area: Woods, Metals, and Mechanics.

While industrial arts courses provide the students with consumer knowledge of the various materials of industry, and give him exploratory experiences in the various trades, they do not propose to teach a trade. However, many of the course offerings are taught as trade courses for those students planning to go into plant maintenance and industry. Each student, on leaving college, should be proficient in at least one trade, no matter what his profession.

Students planning to teach are required to take a minimum of 20 semester hours of professional education for denominational certification. Additional hours may be required for state certification depending upon the state in which the student plans to teach.

The general education requirements are the same as those for a Bachelor of Arts degree with the exception of the foreign language requirement.

INDUSTRIAL EDUCATION

Minor: Eighteen hours including six hours upper biennium. It is recommended that the student divide the hours between two of the following areas: Drafting, Woods, Metals, and Mechanics.

1. MECHANICAL DRAWING

4 hours

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial drawings, and dimensioned working drawings. Eight hours laboratory each week. Lecture as announced by the instructor.

7. GENERAL ELECTRICITY

3 hours

Designed to give the student a practical knowledge of the basic fundamentals of electricity, including electro-magnetism, induction, A.C. and D.C. current, transformers, solenoids, motors, appliances, and circuitry. Two hours lecture and three hours laboratory each week.

11. WOODWORKING

4 hours

The study of hand and machine tools, joinery, and proper methods of cabinet making. Wood turning and finishing. Opportunity to make projects of your choice. Two hours lecture and six hours laboratory each week.

15. GENERAL METALS

4 hours

Designed to acquaint the student with the many aspects of the metal working industry. Instruction will be given in the areas of forging, foundry, heat treatment, sheet metal, welding, plus hand and power operated metal cutting equipment. Two hours lecture and six hours laboratory each week.

42. ELECTRIC AND OXY-ACETYLENE WELDING

4 hours

A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical, and overhead. Two hours lecture and six hours laboratory each week.

50. HOUSE WIRING

2 hours

Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, three hours laboratory each week.

51, 52. AUTOMOTIVE MECHANICS I

6 hours

A course designed to give basic understanding of the automobile. Main emphasis is given to power plant and drive train design, operation and service. Two hours lecture and three hours laboratory each week.

101. ARCHITECTURAL DRAFTING

4 hours

Prerequisite: Industrial Education 1.

A study of architectural details and methods of construction relative to frame and masonry veneer residential dwellings. Emphasis is placed on residential planning and design principles. Each student will design and draw all details necessary in the construction of a home. Eight hours laboratory each week. Lectures as announced by the instructor.

INDUSTRIAL EDUCATION

104. ADVANCED MECHANICAL DRAWING

4 hours

Prerequisite: Industrial Education 1.

Emphasis will be placed on drawing parts of machinery, assembly drawings, using orthographic projection, isometric, oblique, perspective, and free hand sketching. Eight hours laboratory each week. Lectures as announced by the instructor. This course taught in alternate years.

121. AUTOMOTIVE MECHANICS II

3 hours

Prerequisite: Industrial Education 51, 52.

Automobile engine theory and engine overhaul. One hour lecture and six hours laboratory each week. Taught in alternate years.

124. INDUSTRIAL ARTS DESIGN

2 hours

Open only to Industrial Arts majors and minors. A study of the fundamental principles of structural and decorative design, with emphasis on the application of design in various materials and processes in the Industrial Arts field, using problem solving sketching, details, and working drawings in the development of the design. Two one-hour lectures each week. This course is to be taught in alternate years.

134. ADVANCED WOODWORKING AND FURNITURE MAKING

4 hours

Prerequisite: Industrial Education 11 or equivalent.

Two hours lecture and six hours laboratory each week. This course taught in alternate years.

144. MACHINE SHOP

4 hours

Prerequisite: Industrial Education 15.

Instruction in the metal casting process and the methods and machines used in the metalworking industry. Two hours lecture and six hours laboratory each week.

153. AUTOMOTIVE MECHANICS III

2 hours

Prerequisite: Industrial Education 51, 52.

Automotive trouble shooting and tune-up. Course emphasis directed towards the automobile electrical and fuel system. One hour lecture and three hours laboratory each week.

190. MACHINE AND TOOL MAINTENANCE

4 hours

A study of the principles and methods of machine repair and preventative maintenance of equipment found in an industrial laboratory. Will be divided between metalworking and woodworking equipment. Two hours lecture and six hours laboratory each week.

192. ADVANCED ARCHITECTURAL DRAFTING

4 hours

Prerequisite: Industrial Education 101.

Advanced studies in the design and drafting of residential dwellings and commercial buildings. Eight hours laboratory each week. Lectures as announced by the instructor.

195. HISTORY AND PHILOSOPHY OF INDUSTRIAL EDUCATION

2 hours

The development of industrial education in the United States, and its place in our society. Two hours lecture each week. This course is to be taught in alternate years.

196. SHOP ORGANIZATION AND MANAGEMENT

3 hours

While this course deals with both the general shop and the unit shop, emphasis will be on the comprehensive general shop. Laboratories will be scheduled as required. This course is to be taught in alternate years.

MATHEMATICS

199. INDUSTRIAL ARTS PROBLEMS

1-2 hours

The study of a particular problem in the field of Industrial Arts. A term paper is required. Offered on demand.

GRAPHIC ARTS

17:18. TYPOGRAPHY

4 hours

A study of the common processes of typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs, layout, and design. The second semester's work will lead into the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing and job work. Open to men and women.

MATHEMATICS

Lawrence Hanson, Cecil Davis, Alfred Watt

Major: Thirty hours including courses 41, 42 and 91 or equivalent plus at least fourteen hours of upper biennium courses. French or German is recommended as the foreign language.

Minor: Eighteen hours including courses 41, 42 and 91 or equivalent plus at least six hours of upper biennium courses.

1. MODERN CONCEPTS OF MATHEMATICS

3 hours

Prerequisite: One unit of secondary algebra and one of geometry.

Set theory as related to elementary mathematics; numeration systems; number systems and their properties, including the natural numbers, the integers, the rational numbers, and the real numbers; basic concepts of geometry. Does not apply on major or minor in mathematics.

5. INTERMEDIATE ALGEBRA

3 hours

Prerequisite: One unit of secondary algebra and one of geometry.

Elementary set theory; number systems and their properties; exponents and radicals; equations and inequalities; polynomial functions and their graphs; systems of equations, logarithms. Does not apply on major or minor in mathematics.

41. ELEMENTARY FUNCTIONS & RELATIONS

4 hours

Prerequisite: Mathematics 5 or two units of secondary algebra and one of geometry.

The real and complex number systems; the elementary functions and their graphs, including polynomial and rational functions, exponential and logarithmic functions, trigonometric functions; analytic geometry.

42. CALCULUS I

4 hours

Prerequisite: Mathematics 41, or four units of secondary mathematics which include at least one semester of trigonometry and some analytic geometry.

Differential and integral calculus of the elementary functions and relations, including the definite integral, the derivative, computation of derivatives, the fundamental theorem of calculus, computation of antiderivatives, applications.

MODERN LANGUAGES

82. STATISTICS

3 hours

Prerequisite: Mathematics 5, or two units of secondary algebra and one of geometry.

A survey of elementary statistical concepts and methods and their applications in business administration and the behavioral, biological, and physical sciences.

91. CALCULUS II

4 hours

Prerequisite: Mathematics 42.

Topics in the calculus, including higher derivatives, multiple integrals, infinite series, partial derivatives, the calculus of vectors, Green's theorem; applications to the life and physical sciences, business and economics, and psychology.

111. DIFFERENTIAL EQUATIONS

3 hours

Prerequisite: Mathematics 91.

Classification and solution of common types of ordinary differential equations. Applications to problems arising in the physical sciences.

112. METHODS OF APPLIED MATHEMATICS

3 hours

Prerequisite: Mathematics 111.

Vector analysis, introduction to complex variables, characteristic value problems, transforms.

*121:122. ADVANCED CALCULUS

6 hours

Prerequisite: Mathematics 91.

Introduction to point set topology, continuity, uniform continuity, properties of derivatives and integrals, convergence, uniform convergence, sequences of functions, and infinite series. This course is taught in alternate years.

136. GEOMETRY

3 hours

Prerequisite: Mathematics 91.

Advanced study of the basic concepts of Euclidian geometry, including the incidence and separation properties of planes and space, measurement functions, congruence from both the metric and synthetic approach, geometric inequalities, the parallel postulate, area theory, constructions with ruler and compass; introduction to Riemannian and hyperbolic geometry and their models.

151. ALGEBRAIC STRUCTURES

3 hours

Prerequisite: Mathematics 91.

The structure of groups, rings, integral domains and fields.

152. LINEAR ALGEBRA

3 hours

Prerequisite: Mathematics 91.

Finite dimensional vector spaces over a field with applications to systems of linear equations, matrix theory, and polynomials.

191. INDEPENDENT STUDY

1-2 hours

Prerequisite: Approval by department chairman.

Individual reading and problem solving in a field chosen in consultation with the instructor.

MODERN LANGUAGES

Robert Morrison, Rudolph Aussner, Christine Murdoch, Anita Schroeder

Southern Missionary College makes available to its students a well-rounded program in language instruction through the media of the

MODERN LANGUAGES

classroom, the language laboratory, and extension school studies. A modern language laboratory provides the student with a realistic approach to gaining skill in the language of his choice while on the campus of Southern Missionary College.

Major—German: Thirty hours excluding course 1-2, but including course 93-94.

Minors in Spanish or German: Eighteen hours excluding course 1-2, but including course 93-94 and six hours of upper-biennium courses.

GERMAN

1-2. ELEMENTARY GERMAN

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required.

93-94. INTERMEDIATE GERMAN

6 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required. The second semester, if enrollment permits, there will be two sections: a. Literary Program, b. Science Readings.

117. COMPOSITION AND CONVERSATION

4 hours

Prerequisite: German 93-94.

An intensive course aiming at proficiency in understanding and speaking, at a practical knowledge of stylistics, and at ability in free composition. (Not open to German-speaking nationals.)

120. GERMAN CULTURE AND CIVILIZATION

2 hours

The literary, artistic, intellectual, social, religious, economic, and political scene of present-day Germany, with a study of its development from the recent past.

123, 124. SURVEY OF GERMAN LITERATURE

6 hours

A prerequisite for all subsequent literature courses; history and development of German literature; reading of representative works. This course is offered in alternate years.

132. GERMAN LITERATURE OF THE AGE OF ENLIGHTENMENT

2 hours

Foreign (French) and philosophical background of the period, changing attitudes in life and literature. Anacreontic poets. Young Goethe, Wieland, and Lessing. This course is offered in alternate years.

*134. GERMAN ROMANTICISM

2 hours

The poetry and prose of outstanding writers of this period, from Holderlin to Heine. This course is offered in alternate years.

*161. CONTEMPORARY GERMAN LITERATURE

2 hours

A course dealing with the different literary schools and periods from Naturalism to the Aftermath of World War II. (Naturalism, Impressionism, and the related trends of Neoromanticism and Neoclassicism, Expressionism, and the Neo Matter-of-Factness, Literature and National Socialism (1933-1945), Aftermath of World War II). This course is offered in alternate years.

*162. GERMAN CLASSICISM

2 hours

A course offering a comparison of Goethe and Schiller, Goethe's Classical Period (1787-1805), Schiller's Classical Period (1787-1805, and Goethe's Old Age (1805-1832). This course is offered in alternate years.

MODERN LANGUAGES

***163. GERMAN LYRIC POETRY**

2 hours

From the greatest German lyric poet before Goethe, Walter van der Vogelweide, to Brecht. This course is offered in alternate years.

164. GERMAN SHORT STORIES

2 hours

A course giving the student a survey of German short stories from Goethe's death (Romanticism) to the present. This course is offered in alternate years.

197. DIRECTED READINGS IN GERMAN LITERATURE

4-6 hours

The content of this course will be adjusted to meet the particular needs of the individual student. Open only to German majors, or minors with the approval of the department head.

SPANISH

1-2. BEGINNING SPANISH

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required.

93-94. INTERMEDIATE SPANISH

6 hours

Prerequisite: Entrance by standardized examination at a required level. Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts; oral and written exercises. At the discretion of the department, this course may be closed to Spanish speaking persons with three credits in Secondary Spanish. Laboratory work is required.

117. COMPOSITION AND CONVERSATION

4 hours

Prerequisite: Spanish 93-94. Development of skill in speaking, understanding, and writing idiomatic Spanish. (Not open to Spanish or Latin-American nationals.)

120. HISPANIC CULTURE AND CIVILIZATION

2 hours

The social, religious, political, economic, artistic, and intellectual scene in the Spanish-speaking world.

123, 124. SURVEY OF SPANISH LITERATURE

6 hours

Prerequisite: Spanish 93-94. History and development of Spanish literature; reading of representative works. This course is offered in alternate years.

***133, 134. SURVEY OF SPANISH-AMERICAN LITERATURE**

6 hours

Prerequisite: Spanish 93-94. History and development of Spanish-American literature; reading of representative works. This course is offered in alternate years.

***145. THE GOLDEN AGE OF SPANISH LITERATURE**

3 hours

Prerequisite: Spanish 93-94. A study of the Classical Period of Spanish literature. This course is offered in alternate years.

161. SPANISH LITERATURE OF THE NINETEENTH AND TWENTIETH CENTURIES

3 hours

Prerequisite: Spanish 93-94. Readings representative of the principal genres and movements of the nineteenth and twentieth centuries.

197. DIRECTED READINGS IN SPANISH LITERATURE

4-6 hours

The content of this course will be adjusted to meet the particular needs of the

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individual student. Open only to Spanish majors, or minors with the approval of the department head.

FRENCH

1-2. BEGINNING FRENCH

8 hours

A foundation course in the basic skills. May be waived by examination. Laboratory work is required.

93-94. INTERMEDIATE FRENCH

6 hours

Prerequisite: Entrance by standardized examination at required level.

Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises. Laboratory work is required.

117-118. COMPOSITION AND CONVERSATION

4 hours

Development of skill in speaking, understanding and writing idiomatic French.

MUSIC

Marvin L. Robertson, Dorothy Ackerman, Bruce Ashton, James McGee, Don Runyan, James Schoepflin, Judith Schoepflin

The Department of Music offers two degrees; the Bachelor of Music degree with a concentration in either performance or music education and the Bachelor of Arts degree in music.

ADMISSION REQUIREMENTS:

Music majors must fulfill all the general admission requirements of the college. In addition a prospective music major is required to take written and aural entrance examinations in music theory and a performance examination in the applied concentration. To obtain Freshman standing as a music major the student must qualify for Music Theory 45 and Applied Music 21.

All transfer students are required to take placement examinations in music theory, history and literature, and the applied concentration.

Further information regarding the entrance and placement examinations may be obtained by writing the chairman of the music department.

GENERAL REQUIREMENTS:

Functional Piano: All music majors must pass an examination in functional piano which includes the playing of hymns, community songs, several moderately easy compositions and accompaniments, and the harmonization of simple folk melodies. The functional piano examination should be passed during the first week of the first semester in residence or the student must register for applied piano instruction. Applied music courses 3, 4, 53, and 54 are designed to help the student reach the required level of proficiency.

Applied Music Credit: One semester hour of credit will be allowed for 15 half-hour lessons with a minimum of four hours of practice

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per lesson. Bachelor of Music degree candidates must take two semester hours of credit in the applied concentration during each semester in residence. Applied music grades are assigned by a jury examination at the end of each semester.

Concert and Recital Attendance: Required attendance at concerts and recitals each semester is to be distributed as follows: a. all senior recitals, b. 3 general recitals, c. 1 faculty recital, d. 3 approved concerts on or off campus, e. 2 concerts by major S.M.C. music organizations. It is recommended that senior students should attend the Southern Union Music Festival. Failure to meet this requirement will lower the student's applied music grade and possibly result in probationary status as a music major.

Music Ensemble Participation: All music majors are required to participate in a music ensemble every semester in residence, of which at least two years must be in the area of applied concentration.

Senior Recital: The candidate for the Bachelor of Music degree in music education or the Bachelor of Arts degree will present a 30 minute senior recital. The candidate for the Bachelor of Music degree in performance will present a 60 minute, memorized recital.

A faculty audition of the complete program must be scheduled at least four weeks before the recital date. Unsatisfactory performance at this audition will result in a rescheduling of the recital date.

JUNIOR STANDING:

Music majors must apply for Junior standing at the end of the sophomore year. The requirements for Junior standing are as follows:

- a. An overall grade point average of 2.0.
- b. A grade point average of 2.5 in all music courses.
- c. Completion of the functional piano requirement.
- d. Completion of Music Theory 45:46, 47:48.
- e. Completion of Applied Music 52r.

Faculty evaluation of the application for Junior standing will result in the student receiving one of the following classifications: a. Pass, Bachelor of Music in performance; b. Pass, Bachelor of Music in music education; c. Pass, Bachelor of Arts; d. Probation; e. Fail. Junior standing requirements must be met at least two semesters before graduation.

BACHELOR OF MUSIC CURRICULUM:

The Bachelor of Music degree in music education prepares the student to meet basic state and denominational certification requirements. Each student will be responsible to determine the additional courses that may be required for certification in the state of his choice. This information can be obtained at the Office of Admissions and Records or the Department of Education.

Students who desire State of Tennessee certification must take four additional hours of professional education.

MUSIC

The Bachelor of Music in performance does not meet state or denominational certification requirements. A student taking this degree must plan on a fifth year of study if he desires to meet state certification requirements.

The following general education requirements apply only to students pursuing a Bachelor of Music degree:

Humanities	4 hours
Health & Physical Education	4 hours
Language Arts: English 1-2; Speech (excluding 75) or Literature elective	8 hours
Religion: Including 10, 50; 105	12 hours
Science and Math: Including lab science sequence	9 hours
Social Science, including History 1, 2 & Sociology 82	10 hours

Bachelor of Music Degree Requirements:

Music Theory: 45:46; 47:48; 95:96; 97:98	16 hours
Music Ensemble	4 hours
Music History: 125:126	6 hours
Conducting: 181; 182 or 184	4 hours

Additional Requirements for Performance Concentration:

Intermediate French or German	6 hours
Applied Music Concentration (Piano, Organ or Voice) 21-152	32 hours
Music Theory: 177:178	4 hours
Music History: Including 162 or 163	6 hours
Pedagogy in applied concentration	2 hours
Singers Diction (voice concentration only) 33	2 hours

Additional Requirements for Music Education Degree (Choral Emphasis):

Applied Music Concentration (Piano, Organ or Voice) 21-152	16 hours
Materials and Techniques	2 hours
Singers Diction: 33	2 hours
Applied Music Secondary: 3-54	4 hours

Students taking a keyboard concentration will study voice as the applied music secondary. Those taking a voice concentration will study keyboard as the applied music secondary.

Pedagogy in Applied Concentration	2 hours
Supervision of School Music: 136	2 hours
Music History	2 hours
Music Theory	2 hours
Professional Education	20 hours

MUSIC

Additional Requirements for Music Education Degree (Instrumental Emphasis):

Applied Music Concentration (Brass, Woodwinds,
Strings, Piano or Organ) 21-152 16 hours

Applied Music Secondary: 3-54 4 hours

A student taking a brass or woodwind concentration will divide the applied music secondary between 2 hours of brass and 2 hours of woodwinds other than the concentration.

Materials and Techniques or Pedagogy 6 hours

Music Theory 141 2 hours

Music History 2 hours

Supervision of School Music 136 2 hours

Professional Education 20 hours

At the end of the freshman year a candidate for the Bachelor of Music degree in music education who is taking a keyboard concentration, will choose, in counsel with his major advisor, either the instrumental or choral emphasis.

BACHELOR OF ARTS CURRICULUM:

The Bachelor of Arts in music is a non-professional degree designed to give the student a broad understanding of the musical heritage of man. This degree consists of 40 hours including the following:

Music Theory including 45:46; 47:48; 95:96; 97:98 20 hours

Music History including 125:126 10 hours

Applied Music Concentration 21r, 22r, 51r, 52r;
121:122; 151:152 8 hours

Ensembles 2 hours

A student must complete all general education requirements of the college.

MUSIC MINOR

Music Minor: Eighteen hours including the following:

Music Theory 45:46 6 hours

Music History 125:126 6 hours

Applied Music Concentration 21:22; 51:52 4 hours

Conducting 181 2 hours

Applied Music grades are assigned by a jury examination at the end of each semester.

MUSIC THEORY

2. INTRODUCTION TO MUSIC THEORY

2 hours

A study of the rudiments and basic vocabulary of music theory. Does not apply toward a music major or minor.

MUSIC

45:46. MATERIALS AND ORGANIZATION OF MUSIC, I AND II

6 hours

Prerequisite: Music I or examination.

A concentrated study of the elements which render music of all periods aurally and visually comprehensible. I: Within the framework of one-voice and two-voice textures: tonality, key relationships, clefs, rhythm and pitch notational procedures, meters, structure of melody, intervals, triads, cadences, instrumental transpositions, consonance and dissonance, decorative pitches, contrapuntal principles, modulation, etc. II: Three-voice and four-voice textures are added: more contrapuntal and harmonic principles, chord relationships, variations of vertical textures and spacing, more involved aspects of rhythm and meters, inversions, simple forms, vocal and instrumental writing, etc.

47:48. APPLIED KEYBOARD AND MUSIC READING SKILLS, I AND II

2 hours

Keyboard and sight-singing applications of the materials introduced in Music 45:46. (Music majors must take this concurrently with Music 45:46.)

95:96. MATERIALS AND ORGANIZATION OF MUSIC III AND IV

6 hours

Prerequisites: Music 45:46 and 47:48.

An expanded and intensified examination of the structure of music as begun in Music 45:46. III: Tonality as related to form, the study of compositional techniques involved in various classical forms, seventh chords, contrapuntal forms and techniques, embellishing chords, etc. IV: Sonata-allegro form, more complex tertian structures, further exploration of key relationships, organizational aspects of twentieth-century music regarding melody, harmony, tonality and other formal processes.

97:98 APPLIED KEYBOARD AND MUSIC READING SKILLS, III AND IV

2 hours

Keyboard and sight-singing applications of materials studied in Music 95:96. Music majors must take this concurrently with Music 95:96.

141. ORCHESTRATION

2 hours

Prerequisite: Music 45:46.

The ranges, capabilities and limitations, transpositions of orchestra and band instruments. Idiomatic scoring of short works for vocal and instrumental chamber groups, small orchestra and band. Performance of exercises and analysis of scores is emphasized.

***176. MUSIC COMPOSITION, I**

2 hours

Prerequisite: Music 95:96.

Notation and calligraphy, organization of musical ideas, simple forms, various small performance media. Performance of works is emphasized.

177:178. ANALYSIS OF MUSIC FORM

4 hours

Prerequisite: Music 95:96.

An analytical study of musical structure from the smallest units of form to the more complex music of all historical periods.

MUSIC HISTORY

125:126. HISTORY OF MUSIC

6 hours

Prerequisite: Music 45:46 or permission of instructor.

A study of music literature from antiquity to the present, cultural backgrounds, development of music form and style, analysis of representative masterworks from each major period of music history. Two listening periods per week are required.

MUSIC

*161. MUSIC IN THE WESTERN CHURCH

2 hours

Prerequisite: Music 125:126 or permission of instructor.

An historical study of hymnology and liturgies from the beginning of the Christian church to the present.

162. SEMINAR IN KEYBOARD MUSIC

2 hours

Prerequisite: Music 125:126 or permission of instructor.

Evolution of keyboard instruments, a study of the literature from 1500 to the present, analysis and performance of representative clavier compositions.

163. SEMINAR IN VOCAL LITERATURE

2 hours

Prerequisite: Music 125:126 or permission of instructor.

Literature of Western vocal music from the middle ages to the present; study of forms and style of solo, ensemble and dramatic works for voice, analysis of music through recordings, scores, and live performance.

*164. MUSIC IN THE TWENTIETH CENTURY

2 hours

Prerequisite: Music 125:126 or permission of instructor.

A study of composers, styles, literature, and significant developments in the music of the twentieth century from Debussy to the present.

CHURCH MUSIC

65. MINISTRY OF MUSIC

3 hours

A study of the rudiments of music, methods of conducting congregational singing, and principles and standards of music for the church.

MUSIC EDUCATION

33. SINGERS DICTION

2 hours

A study of the correct pronunciation of Italian, German, French, and English.

34. STRING MATERIALS AND TECHNIQUES

2 hours

A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

36. PERCUSSION MATERIALS AND TECHNIQUES

2 hours

The use of percussion instruments in the band and orchestra. Techniques of performing with percussion instruments. Interpretation of band scores, balance, and special effects of the percussion section.

*37. BRASS MATERIALS AND TECHNIQUES

2 hours

A study of tone production, embouchure, fingerings, and practical pedagogic technique. A survey of the literature for the instruments and evaluation of teaching methods.

*39. WOODWIND MATERIALS AND TECHNIQUES

2 hours

A study of tone production, embouchure, fingerings, and practical pedagogic technique. Survey of the literature for the instruments and evaluation of teaching methods.

*130. PIANO PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for private and class piano instruction; planning a complete program for pupils on various grade levels including technic, repertoire and musicianship.

MUSIC

131. ORGAN PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for instruction in organ; accompaniment of church services; registration of organ literature on various types of organs.

132. VOICE PEDAGOGY

2 hours

Prerequisite: Music 52r or equivalent.

Methods, materials and procedures for private and class voice instruction; testing and classification of voices; physiological and psychological problems of voice production and diction.

136. SUPERVISION OF SCHOOL MUSIC

2 hours

A study of the basic philosophies, methods, and materials related to the teaching of music in the elementary school. Observation of and participation in the campus school music program is required of all students. Open to music majors, minors, or by permission of the instructor.

APPLIED MUSIC

†3,4. SECONDARY

2 hours

Private instruction in voice, piano, organ, or orchestral instrument.

†5,6. SECONDARY

2 hours

Class instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student who would like to take applied music in small groups of from two to five at a reduced fee.

†53,54. SECONDARY

2 hours

Prerequisite: Music 3, 4 or 5, 6.

Private instruction in voice, piano, organ, or orchestral instrument.

†115r, 116r. SECONDARY

2 hours

Private instruction in voice, piano, organ, or orchestral instrument.

21r, 22r. CONCENTRATION

2-8 hours

Prerequisite: Examination for freshman standing.

Private instruction in voice, piano, organ, or orchestral instrument.

51r, 52r. CONCENTRATION

2-8 hours

Prerequisite: Music 21, 22.

Private instruction in voice, piano, organ, or orchestral instrument.

121r, 122r. CONCENTRATION

2-8 hours

Prerequisite: Music 51r, 52r.

Private instruction in voice, piano, organ, or orchestral instrument.

151r, 152r. CONCENTRATION

2-8 hours

Prerequisite: Music 121r, 122r.

Private instruction in voice, piano, organ, or orchestral instrument.

MUSIC

181. CONDUCTING TECHNIQUES

2 hours

This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

182. INSTRUMENTAL CONDUCTING AND LITERATURE

2 hours

Prerequisite: Music 181.

Instruction and experience in conducting representative literature for band and orchestra. Laboratory required. This course is a prerequisite for student teaching in music.

184. CHORAL CONDUCTING AND LITERATURE

2 hours

Prerequisite: Music 181.

Instruction and experience in conducting representative literature for chorus. Laboratory required. This course is a prerequisite for student teaching in music.

†Courses 3, 4; 5, 6; 53, 54; 115r, 116r are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may not apply these toward his applied music concentration. Students desiring to study organ must pass the Functional Piano Examination.

Courses 21r, 22r, 51r, 52r, 121r, 122r, and 151r, 152r are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing. Jury examinations are required with these course numbers.

The following performance areas may be studied: voice, piano, organ, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, trombone, baritone, tuba, and percussion instruments.

MUSIC ENSEMBLES

Music ensembles are open to all college students through audition. Each musical ensemble meets a minimum of two periods per week and offers one-half hour credit each semester; regular attendance at rehearsals is required. A student may not enroll concurrently in Concert Band, Encomium Singers, or Collegiate Chorale.

Course numbers 55r, 56r, 155r, and 156r do not fulfill the music ensemble participation requirement for music majors except those taking a keyboard concentration. Students other than those taking a keyboard concentration, who wish Instrumental Ensemble credit must be registered concurrently in a Major Music Ensemble.

Ensembles on campus are organized and sponsored by members of the music staff.

11r., 12r; 111r., 112r. **CONCERT BAND**

1 hour

13r., 14r; 113r., 114r. **ORCHESTRA**

1 hour

15r., 16r; 115r., 116r. **COLLEGE CHOIR**

1 hour

17r., 18r; 117r., 118r. **THE ENCOMIUM SINGERS**

1 hour

19r., 20r; 119r., 120r. **COLLEGIATE CHORALE**

1 hour

55r., 56; 155r., 156r. **INSTRUMENTAL ENSEMBLE**

1 hour

BACCALAUREATE PROGRAM OF NURSING

Chairman: Catherine Glatho

Faculty—Geneva Bowman, Miriam Bruce, Elfa Edmister, Juanita Giles, Sarah Jane Groger, Zerita J. Hagerman, Sue Hiers, Patricia Kirstein, Alice Loughridge, Carl Miller, Donna Mobley, Marjorie Sczekan, Nancy Steen, Patricia Tygret, Mary Waldron, Kathy Wooley, Teresa Wright.

In the past, the concept of a "nurse" has usually been that of the Registered Nurse who has been a member of a rather homogeneous group with comparable educational backgrounds and common responsibilities for patient care. Today, we face a period of change and transition. Expanding scientific and medical knowledge plus technological advances are making demands on all health workers for new kinds of learning and understanding. Hospitals and health agencies need nurses with differing educational backgrounds, prepared for varying levels of responsibility in patient care. In harmony with these developments, the Division of Nursing is offering two levels of preparation for the practice of nursing.

The philosophy and objectives of Christian education as stated by the college, being based on a belief in God and Jesus Christ as the Creator and Redeemer, emphasize the brotherhood and individual worth of man. The philosophies and objectives for both programs in the Division of Nursing are built on this foundation. Each student is considered a unique individual with a varied background of educational and personal experiences, attitudes and abilities. Education is thought of as a modification of behavior thus enabling the individual to make appropriate adjustment and contribution to the world in which he lives. Nursing education should enable the student to recognize his unique role of social assistance to man in a dynamic society. Thus each of these curricula seeks to offer quality education in harmony with the specific goals of its own program.

The faculties reserve the right to make curriculum changes at any time. The number of students permitted to enroll in any program offered by the Division of Nursing is limited by available clinical facilities. Students interested in applying for admission to either of the two programs should consult the Director of Admissions and Records.

ACCREDITATION

The baccalaureate degree program in nursing is fully accredited (including Public Health Nursing) by the Board of Review for Baccalaureate and Higher Degree Programs of the National League for Nursing; is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing. Graduates of the program meet the requirements for admission to the state board examination for licensure as registered nurses.

NURSING

The associate of science degree program in nursing received reasonable assurance of accreditation by the National League for Nursing prior to admission of students. It becomes eligible for survey for full accreditation following the graduation of its first class; is registered with the Board of Regents of the Department of Education of the General Conference of Seventh-day Adventists; and is approved by the Tennessee Board of Nursing. Graduates of the program meet the requirements for admission to take the state board examination for licensure as registered nurses.

BACCALAUREATE DEGREE PROGRAM

The baccalaureate degree program offers professional preparation for nursing. The curriculum covers four academic years and four weeks of summer school. The first four semesters are spent on the Collegedale campus. The junior year is spent on the Orlando Extension campus. Both semesters of the senior year are offered from the Collegedale campus. Selected hospitals, public health departments and other community agencies located in close proximity to both campuses are used as student learning laboratories.

Students from other accredited colleges who have completed a comparable freshman year may be eligible to register for the sophomore year of the curriculum in nursing.

PHILOSOPHY AND PURPOSES

The curriculum is built on the premise that education for the practice of professional nursing is best accomplished by a combined liberal arts and professional program. The faculty believes that the professional practice of nursing requires the graduate to be able to take competent action based on scientific knowledge and critical thinking; therefore the majority of the nursing courses are taught on the upper division level. In order to individualize, plan, implement and evaluate this type of nursing care, such nursing courses should require constant application of knowledge from the physical, biological and social sciences and the humanities.

Throughout the curriculum an effort is made to promote learning through observation and individual investigation, and to guide the student in obtaining and applying knowledge in an atmosphere which seeks to stimulate a spirit of inquiry. Since medical and nursing functions are rapidly changing, the emphasis is given to learning to adapt and to work in a variety of settings.

The faculty believes that Christian professional nursing is a service that contributes to the betterment of health, the preservation of life and the prevention of disease. Such care is directed toward restoring man to wholeness and may be implemented through remedial measures, health teaching, and the exemplary life of the nurse.

The baccalaureate degree graduate should be prepared to assume professional responsibility in providing for patient care in all areas of nurs-

NURSING

ing, including public health. This program provides the basic preparation for missionary nursing service and the foundation for graduate work leading to a master's degree.

Major: Bachelor of Science in Nursing: Fifty-nine hours including all nursing courses. The following general education requirements apply only to students pursuing this curriculum leading to the Bachelor of Science degree in nursing.

Behavioral Sciences, including Psychology 1; 90:	
Sociology 20	13 hours
History 1, 2, 53, 54 or equivalent	5 hours
Humanities	4 hours
Language Arts, including English 1-2; Speech 5	8 hours
Physical Education	2 hours
Religion	12 hours
Science, including Biology 11, 12; 22; 100;	
Chemistry 7-8; 9; Physics 1	23 hours
Electives — Social Sciences or Humanities recommended	4 hours

†27. INTRODUCTION TO NURSING 3 hours

This course is designed to give an orientation to the field of nursing and an understanding of the comprehensive meaning of health. The role of the nurse as an example and teacher of health is emphasized. The student is assisted in becoming aware of patients as members of families and communities. It includes an introduction to some basic principles and skills of assessing a person's health status.

†54. NURSING CARE OF THE SURGICAL PATIENT 4 hours

Instruction is given in meeting the needs of the patient during the pre-operative, operative, and post anesthetic period. Emphasis is given to all procedures requiring aseptic technique. Laboratory practice is provided in the operating room and on selected units of the hospital. (Offered summers only. Collegedale, Orlando)

†57. SCIENTIFIC PRINCIPLES IN NURSING CARE 5 hours

An introduction to the basic scientific principles in the nursing care of a person with pathophysiological problems. Course is correlated with classes being taught simultaneously in Advance Physiology (Collegedale campus).

†58. MATERNAL-CHILD NURSING 5 hours

This course is a primary study of the formation, development, and interaction of the family and its significant relationship to the health needs of children. Active experience in learning the role of the nurse in providing nursing care to mothers and children in the hospital and other health agencies is given.

†110. PHARMACOLOGY IN NURSING 2 hours

A study of medical science and pharmacology as applied to complicated nursing care problems. (Orlando, beginning 1968-69 term).

115-116. ADVANCED NURSING 12 hours

Prerequisite: Nursing 57, 58.

Advanced nursing content designed to assist the student in identifying and planning to meet the more complex nursing needs of patients. Emphasis is given to assessing family needs in the community. The student becomes increasingly self-

NURSING

directive in planning for and administering nursing care to adults having selected illness, sick children, and expectant families. Experience is provided in nursing leadership.

124-125. ADVANCED NURSING

12 hours

A continuation of advanced nursing 115-116.

†124-125. ADVANCED MATERNAL-CHILD NURSING

12 hours

Prerequisite: Maternal-Child I

Concepts of family unity and contributions to the family are carried into the students' experience with mother and infant care, complicated obstetrical problems and with sick children of all ages. Opportunities are given to test and apply formerly acquired knowledge of the normal maternal cycle and growth and development. The role of the nurse in giving support during family crises is emphasized. (Orlando, beginning 1968-69 term).

130. INTRODUCTION TO INVESTIGATIVE TECHNIQUES

2 hours

A seminar with practice in problem solving in which the student selects and investigates a nursing care problem as an exercise in the use of beginning research skills.

†165. PUBLIC HEALTH NURSING

8 hours

The history and development of public health nursing and its responsibilities and activities are studied in the context of community health. Trends of public health and principles of organization and administration in community health services are included. Emphasis is placed on the epidemiological approach to health problems both in home and community. Laboratory experience is in a public health agency with family centered practice and varied opportunities for applying previously learned concepts of nutrition, environmental sanitation and health education. Application is made to S.D.A. health programs and mission work.

†170. PSYCHIATRIC NURSING

6 hours

Prerequisite: Nursing I, Nursing II

Instruction covers knowledge, understanding, skills, and attitudes essential to the nursing care of patients with psychiatric disorders. Psychological first aid, preventative and rehabilitative aspects are included. Supervised clinical experience is planned to provide opportunity for the application of psychiatric nursing skills to patient care.

191. TRENDS AND RESEARCH IN NURSING

4 hours

A seminar in which students explore significant historical events in nursing and their relationship to current issues and trends; occupational opportunities and advanced education available to nurses. Practice in problem solving is allowed in which the student selects and investigates a nursing care problem as an exercise in the use of beginning research skills. (Beginning 1969-70 term)

192. PROFESSIONAL NURSING TODAY

2 hours

A seminar in which students explore significant historical events in nursing and their relationship to current issues and trends; occupational opportunities and advanced education available to nurses. Individual projects are required to promote creativity and an investigative attitude. 1968-69 only.

† Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three- or four-hour period of weekly practice for one semester or approximately 18 weeks.

ASSOCIATE OF SCIENCE DEGREE PROGRAM OF NURSING

Chairman: Del LaVerne Watson

Coordinator — Madison Campus: Patricia Gillit

Faculty—Doris Davis, Ellen Gilbert, Maxine Page, Brenda Riley, Christine Shultz.

The faculty believe that the associate of science degree program in nursing should provide opportunity for the student to acquire the competencies necessary for the giving of direct patient care as a registered nurse. This education can be provided most effectively in an academic center where the student may participate in academic, cultural, social and religious activities of the college.

The role of the nurse is based upon understanding and application of principles and concepts from the natural and social sciences and the humanities. The curriculum should include both general and nursing education with content and instruction on the freshman and sophomore levels of college. Although liberal education courses have transfer credit for advanced preparation, the program is self-contained.

Clinical experience in several hospitals and community agencies is selected on the basis of student needs and program objectives with correlation of theory and practice. The freshman year and the summer session are offered on the Collegedale campus, and the sophomore year on the Madison campus.

PHILOSOPHY AND PURPOSES

The faculty believe that the curriculum should provide opportunity for the student to develop his potential as an individual, as a citizen and as a practitioner of nursing. His role as a nurse should be based upon understanding and application of principles from natural and social sciences and the humanities.

Nursing experiences are selected to provide continuity, sequence and integration. This approach should enable the student to attain an understanding of the "how" and "why" of giving patient care and to develop concepts, values and skills. The student should be given opportunity to develop problem-solving techniques and learn to be self-directive within his sphere. He should develop flexibility, social sensitivity and intellectual curiosity.

The graduate of the associate degree program is prepared to function at the side of the patient requiring care that a registered nurse can give in a hospital, clinic, or similar health agency. He should be able to cooperate with other members of the health team in the preservation of life, prevention of disease, and promotion of health.

COURSE REQUIREMENTS

Academy, or high school chemistry (minimum grade of "C") is required for admission to the program. High school chemistry is offered during the summer session.

NURSING

Course Requirements—Associate of Science in Nursing: Thirty-five hours including courses 11, 12, 23, 65, 66, 67, 68, and 79. General education courses include the following.

Biology 11, 12; 22	9 hours
Communications 5	2 hours
English 1-2	6 hours
History	2 hours
Home Economics 2	2 hours
Physical Education	2 hours
Psychology 1, 90	5 hours
Religion 10, 95,	6 hours
Sociology 20	2 hours
Electives	2 hours

†11. NURSING A I FOUNDATIONS OF NURSING

4 hours

Co-requisites: Biology 12, Nutrition 2.

Orientation to the broad concepts of nursing, its heritage and role in our changing society. Maintenance of personal health and well-being is emphasized. The student learns to meet normal health needs of patients, to identify and solve nursing problems, and to apply techniques in giving individualized nursing care. Two hours lecture; two hours clinical experience.

†12. NURSING A II PARENT-CHILD HEALTH

4 hours

Co-requisites: Biology 11, 22; Psychology 1

A family centered approach to the normal aspect of the maternity cycle and the nursing needs of mother, infant, and family. It also involves the handling of nursing problems involved in the care of normal and complicating aspects of maternal-child health. Two hours lecture, two hours clinical experience.

†23. NURSING A III NURSING OF CHILDREN

6 hours

Co-requisite: Psychology 90.

Normal growth and development and deviations from normal are identified in the child from infancy through adolescence. Emphasis is placed upon family centered care of the child in health and disease. Experience in the hospital and community agencies provides opportunity for the student to begin to recognize the role of the nurse as a member of the health team. Three hours lecture; three hours clinical experience.

*†65, 66. NURSING A IV - V PHYSICAL-MENTAL ILLNESS

10 hours

A study of the nursing needs of young adults, middle aged and elderly patients. Emphasis is placed on the preventive, curative and restorative aspects of care through guided health agency experiences. The student gains understanding and develops beginning skill in the use of physiological and psychological ministrations in identifying and fulfilling the patient's needs.

Within the course, a study of the functions and roles of the nurse in interpersonal relations affecting behavioral changes is integrated. Social and community aspects of mental illnesses are explored. Students are given assistance in understanding their own feelings and reactions while giving nursing care. Six hours lecture; four hour clinical experience.

OFFICE ADMINISTRATION

*†67, 68. NURSING A VI - VII PHYSICAL-MENTAL ILLNESS

10 hours

A study of the nursing needs of patients in all age groups with more complex nursing needs. The rehabilitative aspects of care and more advanced mental disorders are explored. In guided health agency experiences, the student develops increased ability to recognize situations which demand resourceful and imaginative thinking and to identify and seek solutions to individual patient needs. In addition, the student is oriented to the problems and responsibilities of the registered nurse as an individual practitioner, a member of the nursing profession and as a contributing member of the community. Six hours lecture; four hours clinical experience.

79. NURSING A VIII TRENDS

1 hour

Study of the influence of social, political, religious, health and scientific movements on the progress of nursing. Orientation to the problems and responsibilities of the registered nurse as an individual practitioner, a member of the nursing profession and an active member of the community.

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three-hour period of weekly practice for one semester or approximately 18 weeks.

OFFICE ADMINISTRATION

Richard Stanley, John Merry, Lucile White

Major: Thirty-five hours for the Bachelor of Science degree including courses 15, 51, 55-56, 72, 76, 141, 146, 159 and 160. Courses 9, 10, 13, and 14 do not apply toward this major. Business Administration 31:32; 71, 72; and 155, 156 and Home Economics 61 are to be taken as cognate requirements. Business Administration 54 and psychology 1 are highly recommended.

The general education requirements, with the exception of foreign language study, are the same as those listed for the Bachelor of Arts degree.

A student looking forward to service as a medical secretary should plan to take courses 58, 73, 78, 175. Biology 11, 12, and 22 in partial fulfillment of the general education natural science requirement. Courses 72, 159, and 160 may be omitted in pursual of this program.

Minor: Eighteen hours including six hours of upper division credit. Courses 9, 10, 13, and 14 do not apply.

TWO-YEAR CURRICULUM IN OFFICE ADMINISTRATION

Two-Year Curriculum in Office Administration: Sixty-four hours are required for the two-year diploma in Office Administration including Office Administration 15, 51, 55-56, 72, 76, and Business Administration 31; English 1-2; Humanities 4 hours; Physical Education including Health 3 hours; six hours of Religion; six hours of Social Science; and electives sufficient to make a two-year total of 64 semester hours.

OFFICE ADMINISTRATION

TWO-YEAR CURRICULUM IN MEDICAL OFFICE ADMINISTRATION

Two-Year Curriculum in Medical Office Administration: Sixty-four hours are required for the two-year diploma in Medical Office Administration including Office Administration 15, 51, 55-56, 58, 73, 76, 78, and Business Administration 31; English 1-2; Biology 11, 12; Humanities 4 hours; Physical Education including Health 3 hours; six hours of Religion; three hours of Social Science; and electives sufficient to make a two-year total of 64 semester hours.

ASSOCIATE IN SCIENCE DEGREE IN MEDICAL RECORD TECHNOLOGY

Students interested in Medical Record Librarian Course may receive an Associate in Science degree in Medical Record Technology by completing the following two-year program. The first year is spent on the Collegedale Campus and the second year on the Madison Campus.

Students who desire to obtain a Bachelor of Science degree in Medical Records Librarianship should complete two years of general education course work at Southern Missionary College and then proceed to Loma Linda University to concentrate on Medical Records Administration subjects during the junior and senior years.

<i>First Year</i>		<i>Second Year</i>	
	hours		hours
Biology 11, 12	6	Medical Terminology	3
Office Adm Proc 72	3	Medical Record Science	6
Office Adm 51	2	Directed Practice	
English 1-2	6	Medical Record Science	12
Either Humanities	4	Medical Transcription	
or History Sequence		Lecture & Practice comb. ...	4
1, 2 or 53, 54	6	Medical Legal Aspects	2
Physical Education	1	Disease Classification	
Sociology 20	2	Systems	2
Typewriting 14	2	Prophetic Gift	2
Religion	4	Physical Education	1
Electives	0-2		
	—		—
	32		32

9. SHORTHAND

4 hours

Prerequisite: One year of high school typewriting. Typing speed of 35 words a minute.

Fundamental principles of Gregg Shorthand. Five class periods each week. One hour lab each week.

10. SHORTHAND

4 hours

Prerequisite: Office Administration 9 or equivalent to one unit of high school shorthand. Office Administration 14 must be taken concurrently with this course unless the student has had the equivalent. Eighty words a minute required. Five class periods each week. One hour lab each week.

OFFICE ADMINISTRATION

13. BEGINNING TYPEWRITING

2 hours

Five class periods each week. One hour laboratory a week is required. Basic keyboard fundamentals; development of manipulative techniques; development of speed and accuracy on straight copy material and problems; introduction to business letters; simple tabulation. For students with no previous training in typewriting. Students with one year of high school typewriting receive no credit. Thirty-five words a minute for 5 minutes is required.

14. INTERMEDIATE TYPEWRITING

2 hours

Prerequisite: Office Administration 13 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Continuation of 13; improvement of basic skills; business letter production; tabulated reports; manuscripts; special business forms. Students with two years of high school typewriting receive no credit. Fifty words a minute for 5 minutes is required.

15. ADVANCED TYPEWRITING

2 hours

Prerequisite: Office Administration 14 or equivalent.

Three class periods each week. Two hour laboratory a week is required. Preparation of final copy from rough drafts; and typing of financial statements, and simple and complex statistical and similar tables. Sixty words a minute for 5 minutes is required.

51. VOICE TRANSCRIPTION AND DIRECT PROCESS DUPLICATORS

2 hours

Prerequisites: Freshman Composition; typing speed of 60 words a minute; Office Administration 55 or permission of the instructor.

A course in the operating of voice-writing equipment emphasizing mailable transcriptions and direct-process duplicators.

55-56. INTERMEDIATE SHORTHAND AND TRANSCRIPTION

10 hours

Prerequisites: Office Administration 10 and 15.

Skill building in shorthand with emphasis on rapid transcription of shorthand notes. Letter-writing problems are discussed with mailable transcripts as the ultimate goal. Nine class periods per week and two-hour laboratory each week.

58. MEDICAL TERMINOLOGY

4 hours

Prerequisites: Office Administration 55, or equivalent; simultaneous registration, Office Administration 56, and permission of the department.

A study of medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week.

72. OFFICE ADMINISTRATION PROCEDURES

3 hours

Prerequisite: Consent of instructor.

A study of filing systems, grooming, business ethics, and various procedures used by a secretary.

73. MEDICAL OFFICE ADMINISTRATION PROCEDURES

4 hours

Prerequisite: Consent of the instructor.

A study of filing systems, grooming, business and medical ethics, and procedures used by a medical secretary.

OFFICE ADMINISTRATION

76. BUSINESS MACHINES

3 hours

Prerequisite: One year of high school typewriting. Typing speed of 35 words a minute. Simultaneous registration, Business Administration 31, or equivalent.

The theory of and practice in the application of the following office machines to accounting procedures; key-driven, printing and rotary calculators, full keyboard and ten-key adding machines, and key punch machines.

78. CLINICAL OFFICE PRACTICE

1 hour

Prerequisites: Office Administration 73.

This course is based on supervised practice in handling actual medical office routine. Three hours of laboratory work each week.

141. BUSINESS AND OFFICE MANAGEMENT

3 hours

Major emphasis is placed on application of business management principles to the problems of the businessman and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

146. BUSINESS COMMUNICATIONS

3 hours

Prerequisite: English 1-2.

A study and application of the modern practices in oral and written business communications. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.

159. SHORTHAND REPORTING AND TRANSCRIPTION

3 hours

Prerequisite: Office Administration 55 and 56.

Rapid dictation and transcription of congressional, denominational, and other technical materials. Three class periods each week. Two-hour laboratory a week is required. This course is taught in alternate years.

160. ADVANCED SHORTHAND REPORTING AND TRANSCRIPTION

3 hours

Prerequisite: Office Administration 159.

Three class periods each week. Two hour laboratory a week is required. This course is taught in alternate years.

174. APPLIED OFFICE PRACTICE

Either Semester, 1-2 hours

For Office Administration majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations. Students wishing emphasis in the medical office area will be placed in a medical organization to receive this experience.

*175. MEDICAL DICTATION AND TRANSCRIPTION

3 hours

Prerequisite: Twelve hours of Office Administration (including 55, 56 and 58 or equivalent).

A course emphasizing medical terminology and continuation of special medical dictation and transcription of technical case histories, medical news articles, and lectures. Three class periods each week. Two hour laboratory a week is required. This course is taught in alternate years.

*176. ADVANCED MEDICAL DICTATION AND TRANSCRIPTION

3 hours

Prerequisite: Office Administration 175.

Three class periods each week. Two hour laboratory a week is required. This course is taught in alternate years.

181. PROBLEMS IN OFFICE ADMINISTRATION

Either Semester, 1 or 2 hours

Prerequisite: Open only to seniors majoring in Office Administration.

Problems are assigned according to the experience and interests of the student.

PHYSICS

Ray Hefferlin, Robert McCurdy, Alfred Watt

Major: Thirty hours for the Bachelor of Arts including courses 76; 93:94; 61:62. This is an "S" type degree, and exists for those whose interest in Physics is from a cultural standpoint, or who are preparing for a field in the medical arts, or who plan to teach on the secondary level.

Major: Forty hours for the Bachelor of Science with a major in Physics including courses 76; 171:172; and a minimum of three hours of 183, 184. A Mathematics minor including Mathematics 112 is required.

Students planning to proceed with graduate work in Physics or employment in the profession should take the program leading to the Bachelor of Science degree, which is an "R" type degree. The following general education requirements for this degree apply only to students pursuing a Bachelor of Science degree in Physics.

Applied and Fine Arts	6 hours
Foreign Language (German or French Recommended)	6-14 hours
Language Arts, including English 1-2	8 hours
Physical Education and Health	4 hours
Religion, including Religion 10, 50, 105	12 hours
Social Science (including History 1, 2 or 53, 54)	9 hours

Minor: Eighteen hours including six hours of upper biennium.

1. INTRODUCTION TO PHYSICS

3 hours

A general education course stressing a simple approach to the basic concepts of physics. The laboratory emphasizes learning from readily available materials. Applies on natural science requirement but not as part of the six-hour laboratory sequence. Does not apply on major or minor in physics. This course will not apply on any curriculum if Physics 51:52 or 93:94 is taken. Two hours lecture, three hours laboratory each week.

51:52. GENERAL PHYSICS WITH ALGEBRA

6 hours

Prerequisite: Mathematics 5 or two units of secondary algebra and one of geometry.

A general education course stressing a simple approach to the basic concepts of physics. Algebra is used as a tool. Applies on the basic science requirement as a non-laboratory science if taken alone, and as a laboratory science if taken with Physics 61:62. Either this course or Physics 93:94, taken with Physics 61:62, fulfills the paramedical requirement for "general physics." This course may also serve as preparation for enrollment of students with poor backgrounds in Physics 93:94. This course will not apply on any curriculum if Physics 93:94 is taken, which strongly suggests the obtaining of a good background in secondary school physics and mathematics. Three hours lecture each week.

PHYSICS

61:62. GENERAL PHYSICS LABORATORY

2 hours

Prerequisite: Previous or concurrent enrollment in Physics 51:52 or Physics 93:94. Laboratory experience designed to illustrate the material in lectures, to familiarize the student with useful measuring apparatus, and to encourage a systematic development of scientific curiosity, caution, and method.

76. ISSUES IN PHYSICAL SCIENCE

3 hours

Prerequisite: One year of high school physics or chemistry or one semester of college physics or chemistry.

Issues in modern physical science including "heat death of the universe," "free will of matter," "annihilation and creation of matter," and the difficulty in visualizing recent models of matter. Evolutionary naturalism as a very current viewpoint. Axiomatics. This course applies to the General Education requirement for Science and Mathematics. No lab required.

*92. ASTROPHYSICS

3 hours

Prerequisites: Physics 51; Physics 52 concurrently.

Experimental information about the light from the stars is studied using the concepts developed in General Physics. Various states of matter; diffusion and scattering of radiation through matter. The material in this course does not depend heavily upon that of Descriptive Astronomy, and hence Physics 11:12 is not prerequisite to this course. This course is taught in alternate years.

93:94. GENERAL PHYSICS WITH CALCULUS

6 hours

Prerequisites: Mathematics 41:42 and either secondary school physics or chemistry, and Physics 51:52, or permission of instructor in special circumstances.

A study of the traditional and modern fields of physics with the tools of mathematics including calculus. Selected topics in mechanics, electricity and magnetism, heat, sound, light, atomic and nuclear physics which do not duplicate the material in Physics 51:52. Either this course or Physics 51:52, taken with Physics 61:62, fulfills the paramedical requirements for "general physics".

101. ELEMENTARY MODERN PHYSICS

3 hours

Prerequisite: Physics 51:52 or 93:94.

Continuation and conclusion of Physics 51:52 and 93:94. An elementary treatment of atomic and nuclear physics with related topics such as the quantum theory of radiation and relativity.

*102. PHYSICAL OPTICS

3 hours

Prerequisites: Physics 93:94 and 61:62; Math 41:42.

Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the particle and especially of the wave theories of light. The modern concept of the photon and of matter waves are used. This course is taught in alternate years.

103. THERMODYNAMICS

3 hours

Prerequisites: Physics 93:94; Math. 41:42.

Many properties of gases, liquids, and solids are derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week. This course is taught in alternate years.

151:152. ANALYTIC MECHANICS

6 hours

Prerequisites: Physics 93:94; Math. 111 and 112.

The mechanics of general physics is reformulated in more advanced terms, and problems such as that of the gyroscope are discussed. Introduction to the theory of relativity. Vectors, tensors, and transforms are discussed as needed. This course is taught in alternate years.

RELIGION

161:162. ELECTRICITY AND MAGNETISM

6 hours

Prerequisites: Physics 93:94; 61:62, Math. 111 and 112.

The electromagnetic principles of general physics are reformulated in advanced terms so that problems may be discussed such as wave guides. Vectors, tensors, and transforms are introduced as needed. This course is taught in alternate years.

*171:172. ADVANCED MODERN PHYSICS

10 hours

Prerequisites: Physics 101; 151:152; 161:162.

An advanced treatment of atomic and nuclear physics, elementary particles, wave mechanics, relativity, and other topics on the frontiers of physics.

183:184. ADVANCED LABORATORY, PROBLEMS, AND RESEARCH

1-6 hours

Prerequisites: Consent of instructors; Physics 102 concurrently for 1 hour optics option; Physics 161:162 concurrently for 2 hour Electricity and Magnetism option; Physics 92 concurrently for more than 1 hour option in spectroscopy research; Physics 171:172 concurrently for 2 hour Modern Physics option.

RELIGION

Gordon Hyde, Douglas Bennett, Robert Francis, Frank Holbrook,
Jon Penner, Herman Ray, Smuts van Rooyen

The Division of Religion serves several categories of students at Southern Missionary College. It serves candidates for the ministry of the Seventh-day Adventist Church, providing the undergraduate academic preparation for the Theological Seminary of Andrews University, Berrien Springs, Michigan. The Division also serves students who may be preparing for teaching, for the Bible Instructor program, for work as residence hall deans in denominational institutions, and those who may be preparing for various professions, such as medicine, dentistry, and law.

Students looking toward the ministry must make initial and periodic applications to the sub-committee on Ministerial Recommendations. Information and application forms for such purposes will be supplied by the Division of Religion.

Whereas the major in Religion will be pursued by all categories of students mentioned above, the candidate for the ministry will follow certain specified courses to meet the admission requirements of the Theological Seminary.

Major—Religion: Thirty hours in religion and Bible, including Bible courses 10 or 20, (Teachings of Jesus); 131, 132, (Old Testament Prophets); 151, 152, (Pauline Epistles); (and for ministerial candidates 161 [Daniel & Revelation]); and Religion courses 50, (Prophetic Gift); 192, (Christian Theology).

GT - Themes of D & R.
next year

RELIGION

The following general education requirements apply specifically to candidates for the ministry.

Applied Arts	2 hours
Music 65 (Ministry of Music)	3 hours
College Composition	6 hours
Foreign Language (Greek 31-32; 101-102)	14 hours
Fundamentals of Speech	2 hours
Humanities	4 hours
Literature	3 hours
Physical Education and Health	4 hours
Science and Mathematics (including 6 hr. lab. course)	12 hours
Social Science	17 hours

14 hours of history, including courses 1, 2 (Survey of Civilization); 155, 156 (History of the Christian Church); Psychology 112 (Child and Educational Psychology).

Minor—Applied Theology: All candidates for the ministry are required to pursue the following interdepartmental minor in applied theology.

Applied Theology 73 (Principles of Personal Evangelism)	2 hours
Sociology 82 (Marriage and the Family)	2 hours
Applied Theology 119:120 (Homiletics & Pulpit Delivery)	4 hours
Speech 113 (Psychology of Persuasion) or Speech 117 (Discussion & Debate)	3 hours
Applied Theology 170 (Pastoral & Evangelistic Ministry)	4 hours
Education 142 (School Organization and Administration)	2 hours
Applied Theology 195:196 (Practicum in Applied Theology)	1 hour

Minor: A History minor for ministerial students could consist of the following:

Survey of Civilization	6 hours
American History	3 hours
History of Antiquity	3 hours
History of the Christian Church	6 hours

RELIGION

Bible Instructors: Women students preparing to serve as Bible Instructors will major in religion and should select minors in such areas as Home Economics, Music, or the Behavioral Sciences. A schedule of required and recommended courses is available upon application to the Division of Religion.

Minor—Religion: Eighteen hours in Bible and religion, six of which must be taken in the upper biennium.

BIBLE

1. BIBLE SURVEY

4 hours

An introduction to the Scriptures, required of those who have not had Old or New Testament history in the secondary school. Exemption may be obtained by examination. Credit for this course does not apply on a major or minor in religion.

10. TEACHINGS OF JESUS

4 hours ✓

A systematic study of the teachings of Jesus Christ as found in the four gospels.

20. TEACHINGS OF JESUS—HONOR SECTION

4 hours

A course designed for those students whose placement tests in Bible indicate preparation for advanced study of the teachings of Jesus. (For such students course 20 takes the place of course 10, both in General Education and the Religion major).

105. GREAT THEMES OF DANIEL AND REVELATION

3 hours

Related prophecies of Daniel and Revelation that are especially applicable to the issues of our modern times compose the materials of study in this course. This course is not open to candidates to the ministry.

131, 132. OLD TESTAMENT PROPHETS

6 hours

A survey of the major and minor prophets of the Old Testament including a background of their lives and teaching, with the application of their messages for modern man.

151, 152. PAULINE EPISTLES

6 hours ✓

An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.

161. DANIEL AND REVELATION

5 hours

Prerequisite: History 1, 2 or 131, 132.

A study of the prophecies and symbolisms of the books of Daniel and Revelation including a survey of their backgrounds and historical settings. Open to religion majors only, preferably following completion of courses in Biblical Greek.

RELIGION

50. PROPHETIC GIFT

2 hours ✓

A study of the Scriptural background of the Spirit of Prophecy in the Old and New Testaments with special emphasis on its manifestation in the remnant church in harmony with prophetic predictions. Objections and problems connected with its manifestation will be given consideration.

RELIGION

***56. THE ADVENT AWAKENING**

2 hours

A study of the world-wide Advent awakening of the nineteenth century and of the consequent rise of the second Advent movement.

150. DOCTRINE OF THE SANCTUARY AND ATONEMENT

3 hours

The study of the underlying principles of the plan of salvation as revealed in the sanctuary services of the Old Testament.

✓ 157. COMPARATIVE RELIGIONS

3 hours

Theological study of the major Christian and non-Christian religions of the world including a survey of the history and the distinctive characteristics of each.

184. ESCHATOLOGY

3 hours

A study of the concepts in prophetic literature that pertain to the end of the age and the consummation of the Christian hope.

192. CHRISTIAN THEOLOGY

4 hours

Prerequisite: Bible 10 or 20.

An introduction to theology designed to give the pre-seminary student a foundational base for advanced study in the area of systematic theology. Open to religion majors only.

APPLIED THEOLOGY

73. PRINCIPLES OF PERSONAL EVANGELISM

2 hours

A study of methods in inter-personal work in winning men to Christ, including preparation and practice in the art of giving Bible studies.

119, 120. HOMILETICS AND PULPIT DELIVERY

4 hours

Prerequisites: Speech 5 and Speech 113 or 117.

Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to give. One hour lecture and two hours laboratory each week.

170. PASTORAL AND EVANGELISTIC MINISTRY

4 hours

A study of the methods and principles of pastoral and evangelistic ministry.

***173. WORK OF THE BIBLE INSTRUCTOR**

2 hours

A course designed to introduce the Bible Instructor to the work she will be called upon to perform as a professional person. This course is taught in alternate years.

195:196. PRACTICUM IN APPLIED THEOLOGY

1 hour

A program of supervised experience in field work in which the student is assigned to the services of a local church.

BIBLICAL LANGUAGES AND LITERATURE

Minor: A minor in Biblical Languages may be obtained with 18 hours in Greek.

31-32. ELEMENTS OF NEW TESTAMENT GREEK

8 hours

A study of the grammar and syntax of the vernacular *koiné* Greek of New Testament times, with readings in the Epistles of John.

RELIGION

101-102. INTERMEDIATE NEW TESTAMENT GREEK

6 hours

A course in advanced studies, grammar and syntax of *koine* Greek with translation of readings from the Gospel of John, the Synoptics and the Pauline Epistles.

180:181. GREEK EXEGESIS

4 hours

Prerequisite: Biblical Languages 102.

A course in exegesis of selected passages from the Synoptic Gospels, Pauline and General Epistles, based on a grammatical and syntactical analysis of the original text with an introduction to textual criticism.

SPECIAL RELIGION COURSES OFFERED ON EXTENSION CAMPUSES

54. PRINCIPLES OF SPIRITUAL THERAPY AND WORLD RELIGION

2 hours

An understanding and use of the basic principles of Christianity as taught and applied in the medical ministry of Christ. A survey of the non-Christian religions with a more detailed study of the major Christian religions emphasizing how a knowledge of these beliefs may assist in professional relationships.

95. PERSONAL EVANGELISM

2 hours

Basic Bible truths and methods of sharing these truths effectively with others are studied with special consideration given to recognizing and developing opportunities for spiritual ministry in Christian nursing service.

NON-DEPARTMENTAL COURSES

LIBRARY SCIENCE

- 53. INTRODUCTORY REFERENCE AND BIBLIOGRAPHY** 3 hours
The basic reference books and the techniques for finding information and research materials. Useful not only as an introduction to librarianship but also for the general student who desires to know how better to use the library.
- 54. ORGANIZATION OF LIBRARY MATERIALS** 3 hours
The cataloging, classification, and preparation for the shelves of books; and the care and organization within the library of other kinds of library materials.
- 105. LIBRARY MATERIALS FOR CHILDREN AND YOUNG PEOPLE** 3 hours
The composition of the school library collection; and the selection, appreciation, and presentation of books and other library materials that are particularly suited to the needs of children and also of materials that are particularly suited to the needs of young people.
- 156. SCHOOL LIBRARY ADMINISTRATION** 3 hours
Prerequisites: Library Science 53, 54; or the permission of the instructor.
Designed to impart a practical knowledge of how to organize and administer a school library and how to relate the library to the needs of the pupils.

COMPUTER PROGRAMMING AND DATA PROCESSING

- 54. INTRODUCTION TO DATA PROCESSING** 3 hours
A survey course in data processing. The student is introduced to data processing methods with emphasis on unit record terminology and equipment. (Key punch, interpreter, sorter, reproducing punch, collator, tabulator and accounting machines). He does not operate the equipment on an individual basis. Flow charting and computer language, programming, and mathematics are also studied.
- 55. FORTRAN COMPUTER PROGRAMMING** 3 hours
Prerequisite: Two years of high school algebra.
Two hours lecture and two hours laboratory each week.
- 155. FORTRAN COMPUTER PROGRAMMING** 3 hours
Prerequisite: One semester of college calculus.
Two hours lecture and two hours laboratory each week.

HUMANITIES

- 50. HUMANITIES** 4 hours
An integrated study of Art, Literature, and Music as related to man's concern and aspirations.

REMEDIAL READING

- 04. READING TECHNIQUES** No Credit
Students whose scores on the reading placement test indicate definite weakness in comprehension, reading speed, and vocabulary are required to register for this course one semester of the freshman year. Other students who wish to improve their reading skills may enroll if the enrollment limit has not been met. Since this class meets twice weekly, it will comprise two hours of the student's registered class load.

NON-DEPARTMENTAL COURSES

DEGREE IN MEDICAL TECHNOLOGY

Students interested in a career in medical technology should complete three years of college in residence and twelve months of clinical training at the Florida Sanitarium and Hospital, Orlando, Florida; the Baroness Erlanger Hospital, Chattanooga, Tennessee; Hinsdale Sanitarium and Hospital, Hinsdale, Illinois; or Madison Hospital, Madison, Tennessee. Upon completion of the clinical program, the degree Bachelor of Science with a major in Medical Technology is conferred.

Candidates for the Bachelor of Science degree from SMC with a major in Medical Technology must complete the following requirements:

<i>First Year</i>		<i>Second Year</i>	
	<i>hours</i>		<i>hours</i>
Biology 11, 12	8	Biology 22	3
Chemistry 11-12 and 22 (or 13 & 14)	8	Chemistry 113-114	8
English 1-2	6	History 53, 54 or 1, 2	6
Mathematics 5, 41	7	Literature	3
Physical Education	1	Physics 51: 52 or 93:94; 61:62	8
Religion	2	Religion	4
	<hr/>		<hr/>
	32		32
 <i>Third Year</i>		 <i>Fourth Year</i>	
	<i>hours</i>	Clinical training at Baroness Erlanger Hospital, Madison Hospital or the Florida Sanitarium and Hospital.	
Behavioral Science (upper biennium)	3		
Biology 107, 111	6		
Chemistry 117, 172	9		
Humanities	4		
Religion (upper biennium) ..	6		
Electives	3		
	<hr/>		
	31		

Students who wish to transfer to the Loma Linda University school of Medical Technology for their clinical training should consult the Loma Linda bulletin and follow its prescribed requirements. In such a case the B.S. degree will be conferred by Loma Linda University following completion of their clinical year.

PRE-PROFESSIONAL CURRICULA

Pre-professional and pre-technical curricula are offered in a wide variety of fields. Below are listed the curricula most frequently chosen. If other pre-professional programs are desired, faculty advisers are prepared to assist the student in working out a satisfactory sequence of courses needed to meet the admission requirements of the chosen professional school.

DENTISTRY

Although preference will be given to students with a broad academic experience, a minimum of two years of college work is required for admission to schools of dentistry. Students seeking admission to the Loma Linda School of Dentistry would do well to consider the advantages of a four year degree program. A minimum grade point average of 2.5 (C=2.00) should be maintained in both science and non-science courses. The following courses must be included to meet the minimum requirements for admission to the Loma Linda University School of Dentistry:

Beginning Language	8 hours
Biology 45, 46 and 145	11 hours
Chemistry 11-12; (or 13 & 14); 113-114	16 hours
English 1-2	6 hours
Industrial Education 15	4 hours
Mathematics 5, 41	7 hours
Physics 51:52 or 93:94; 61:62	8 hours
Physical Education	2 hours
Religion	8 hours

DENTAL HYGIENE

A career as a dental hygienist is of special significance to young women desiring employment as dental assistants. Students planning to take the Dental Hygiene program at Loma Linda University should take two years of college work (60 semester hours) including the following courses:

Biology (including 7, 8 or 45, 46) and 22	10 hours
Chemistry 7-8	6 hours
English 1-2	6 hours
History 53, 54	6 hours
*Humanities (including 2 areas: Fine Arts, English, foreign language, philosophy, speech)	12 hours
Religion	8 hours
Physical Education	2 hours
Behavioral Science	6 hours

*Humanities may be selected from Art 60; 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93-94.

PRE-PROFESSIONAL CURRICULA

ENGINEERING

Although SMC does not offer an engineering degree, a two-year preparatory curriculum is offered which will enable students to transfer to an engineering school without loss of time. For the first two years all engineering students take approximately the same natural sciences, mathematics, and general education courses. The following courses embody the basic requirements.

Chemistry 11-12 (or 13 & 14)	8 hours
English 1-2	6 hours
Mathematics 41:42; 91; 92	14 hours
Physical Education including 7, 8	2 hours
Physics 93:94; 61:62	14 hours
Industrial Education 1:2	4 hours
Religion	8 hours

INHALATION THERAPY

One year of college work (33 semester hours) is required for admission to the Madison Hospital School of Inhalation Therapy. The minimum course requirement is as follows:

Biology 11, 12 and 22	10 hours
Chemistry 7-8	6 hours
English 1-2	6 hours
Psychology 1	3 hours
Religion	4 hours
Sociology 20	2 hours
Elective (Suggested Speech 5)	2 hours

LAW

The student interested in the study of law as a profession should become acquainted with the entrance requirements of various law schools. A free copy of the brochure entitled "Law School Admission Test" may be secured by writing to the Educational Testing Service, Box 944, Princeton, New Jersey 08540. This will make possible the planning of a pre-professional program which will qualify the student for admission to several schools. Although admission is granted by some schools to gifted students after three years of college, it is wise to plan a degree program with a major and minor preference in business administration (including accounting), economics, social science, mathematics or English. Certain courses recommended by all institutions include: American history, freshman composition, principles of economics, American government, creative writing, principles of accounting, English history, business law, speech, and mathematics.

The student is advised to obtain the booklet "Law Schools and Bar Admission Requirements" published by the Section of Legal Education and Admissions to the Bar, American Bar Association, 1155 East 60th Street, Chicago, Illinois, which provides information concerning the desired pre-professional backgrounds.

PRE-PROFESSIONAL CURRICULA

MEDICINE

Medical colleges, as a rule, require the completion of academic requirements for a baccalaureate degree. Along with the completion of stated admission requirements, a broad college program of liberal education is preferred to give balance to professional studies and later service.

Applicants for admission to the Loma Linda University School of Medicine are expected to maintain a grade point average of at least 2.5 (C=2.00) in both science and non-science courses. The following courses must be included in the applicant's academic program.

Biology 45, 46; and 145	11 hours
Chemistry 11-12; and 22; or (13 & 14); 113-114; 117	20 hours
English 1-2	6 hours
Foreign Language	6-14 hours
Mathematics 5, 41	7 hours
Physics 51:52 or 93:94; 61:62	8 hours
Religion	12-16 hours

OCCUPATIONAL THERAPY

Two years of college work are required for admission to the Loma Linda University School of Occupational Therapy. The Bachelor of Science degree is conferred by Loma Linda University upon completion of two additional years of professional training. The pre-professional curriculum should include the following courses:

Behavioral Sciences (including Psychology 1)	6 hours
Biology (including 45, 46,)	6 hours
Chemistry 7-8 or Physics 51:52, or Math	6 hours
English 1-2	6 hours
*Humanities (including 2 areas: Fine Arts, English, foreign language, philosophy, speech)	6 hours
History (53, 54)	6 hours
Literature	5 hours
Physical Education	2 hours
Religion	8 hours

Information concerning occupational therapy opportunities, etc., may be obtained by writing the American Occupational Therapy Association, 250 West 57th Street, New York City 19, New York.

OPTOMETRY

The optometry program of study usually consists of a five-year curriculum, the first two years of which should be taken in an ac-

*Humanities may be selected from Art 60; 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93-94.

PRE-PROFESSIONAL CURRICULA

credited college. The following courses which should be included in the two years' work will fulfill the entrance requirements for most colleges of optometry. The student, however, should check with the requirements of the school of his choice. A list of approved colleges may be secured by writing to The American Optometry Association, 4030 Chouteau Avenue, St. Louis 10, Missouri.

Biology 45, 46 and 146	11 hours
Chemistry 11-12 (or 13 & 14)	8 hours
English 1-2	6 hours
Mathematics 5, 41	7 hours
Physics 51:52 or 93:94; 61:62	8 hours
Psychology 1	3 hours
Religion	8 hours
Electives (should include courses in social science, literature, speech, fine arts, and additional hours in mathematics and biology).	14 hours

OSTEOPATHIC MEDICINE

Over the past several years numerous graduates of Seventh-day Adventist undergraduate colleges have attended the Kansas City College of Osteopathy and Surgery in full religious harmony, and now serve as physicians in local conference and foreign missions. The requirements for admission are:

Baccalaureate degree
Minimum of 2.4 (B-C) average
M.C.A.T. and M.M.P.I. test results
Chemistry (General, Qualitative, Organic) 13-18 hours
Biology (Zoology, Embryology) 8 hours
Physics, 8 hours
English, 8 hours
Electives as needed to complete the degree. Genetics, Statistics and Physical Chemistry will prove helpful if your program permits.

For detailed requirements and a college catalog write to 2105 Independence Avenue, Kansas City, Missouri 64124. For denominational information write to the Secretary-Treasurer of the National Association of Seventh-day Adventist Osteopathic Physicians (NAS-DAO), 8410 Willow Way, Raytown, Missouri 64138 or your Local, Union, or General Conference Medical Secretary.

PHARMACY

Since admission requirements vary considerably, the student should acquaint himself with the entrance requirements of the school of his choice. A list of accredited colleges of pharmacy may be

PRE-PROFESSIONAL CURRICULA

obtained by writing to the American Pharmaceutical Association, 2215 Constitution Avenue, N.W., Washington 7, D. C.

PHYSICAL THERAPY

Two years of college work is required for admission to the Loma Linda University School of Physical Therapy. After the completion of two additional years of professional training, the Bachelor of Science degree is conferred by Loma Linda University. The following courses should be included in the pre-physical therapy curriculum to qualify for admission to L.L.U. Students not having had high school physics must enroll in college physical science.

Behavioral Sciences (including Psychology 1)	6 hours
Biology (45, 46)	6 hours
Chemistry 7:8, or 11:12	6 hours
English 1-2	6 hours
History (53, 54)	6 hours
*Humanities (including 2 areas: Fine Arts, English, foreign language, philosophy, speech)	6 hours
Physical Education	2 hours
Religion	8 hours
Speech	2 hours
Electives	3 hours

VETERINARY MEDICINE

Since admission requirements vary, the student should obtain a list of the accredited veterinary colleges by writing to American Veterinary Medical Association, 600 South Michigan Avenue, Chicago 5, Illinois.

As a rule, most schools of veterinary medicine require two years of college work. Upon completion of four additional years of professional study, the student should be eligible for the Doctor of Veterinary Medicine. The student is advised to acquaint himself with the entrance requirements of the professional school of his choice.

X-RAY TECHNOLOGY

The Loma Linda University School of X-ray Technology requires the following hours of college work for admission:

Biology 11, 12	6 hours
Chemistry 7-8	6 hours
Mathematics 5, 41	7 hours
Physics 51:52 or 93:94; 61:62	8 hours
Religion	4 hours

A list of approved schools of X-ray technicians may be obtained by writing to the American Society of X-ray Technicians, 16 Fourteenth Street, Fond du Lac, Wisconsin.

*Humanities may be selected from Art 60; 143, 144; Music 45, 46; 65; 125:126; English 41; 63; 64; 85; 97; Language 1-2; 93-94.

SOUTHERN MISSIONARY COLLEGE

Student Financial Information

1968-69

Planning for college requires careful consideration of a number of new responsibilities. Financial planning is not the least of these. A college education in a Christian school is a valuable experience. Education costs in general are increasing each year and Southern Missionary College has not been exempt from these rising costs although costs are still below the national average for private colleges.

SMC has made a large investment in vocational and auxiliary enterprises making it possible for those students who have limited financial assistance to work and defray a substantial portion of their school expenses.

STUDENT FINANCIAL BUDGET

Each applicant must submit to the College Business Office before registration time a financial budget on the form provided with his application to Southern Missionary College.

When a student is accepted under an approved budget which requires on-campus labor, the Director of Student Finance will make a reasonable effort to assist that student in finding work to the extent called for in the student's budget. The student is not to regard this acceptance as a guarantee that he shall be provided with work. It is up to the student to make a personal effort to secure employment, to prove that he can render value received on the job, and to arrange a class schedule that is compatible with a reasonable work program.

Community students are considered on a cash basis, and it should be understood that students living in residence halls will be given employment preference in the assignment of work opportunities in the auxiliary and vocational enterprises operated by the College.

ADVANCE PAYMENT

All students are required to make an advance payment at or before registration. Students are encouraged to make the payment *before* registration, preferably by September 1. Those who make early payments will have their registration time greatly reduced. (\$50 of this payment must be paid as a room or housing deposit — see Housing Deposit.)

A schedule of the Advance Payment follows:

FOR THOSE CHARGING:

Tuition only (Community students)	\$300
Tuition and Housing (Married students who rent from the College or community students who desire board cards)	\$350

Tuition, Room, Board (Dormitory students)	\$400
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Seventy-five dollars (\$75) of the Advance payment is applied toward general fees. The balance is credited to the student's account at the close of the school year or upon his withdrawal from school.

FINANCIAL INFORMATION

HOUSING DEPOSIT

Before a housing or room reservation may be made, \$50 of the advance payment must be paid. Tentative reservations may be made without a deposit before July 15, however, the deposit must be made by that date in order to hold the reservation. After July 15 requests for reservations must be accompanied by the \$50 payment.

If notice of nonattendance is given to the College by August 15 the deposit is refundable. After August 15 no refund of the payment will be made.

Costs of repairing damages to dormitory rooms and college apartments and of cleaning apartments and rooms that are not left in good condition will be charged to the student.

STATEMENTS AND METHOD OF BILLING

Statements will be issued about the 5th day of each calendar month covering transactions through the end of the preceding month. The balance due the college is to be paid by the 20th of the month for discount privileges. Should a student's account be unpaid by the 15th of the succeeding month his registration may be cancelled until such time as the balance is paid or satisfactory arrangements are made. A re-registration fee of \$10 will be required before the student may return to class.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 20
Class attendance severed if still unpaid	December 15

The above schedule of payment must be maintained since the College budget is based upon the 100 percent collection of student charges within the thirty-day period following date of billing. A student may not take semester examinations, register for a new semester, or participate as a senior in commencement exercises unless his account is current according to the preceding regulations (see example of credit policy). No transcript will be issued for a student whose account is not paid in full.

Discounts—A cash discount on tuition is allowed when payment is made on or before the 20th of the month for the previous month's charge. The amount of the discount varies with the number of unmarried children enrolled in school on the SMC campus for which a parent is financially responsible. The following rates apply:

<i>Number of Dependents</i>	<i>Amount of Discount</i>
1	2 per cent
2	5 per cent
3	10 per cent
4	15 per cent
5 or more	20 per cent

FINANCIAL INFORMATION

A college student, to qualify as a dependent, must be enrolled for a minimum of 8 semester hours. Accounts of all students, who were counted for a family discount and for which a parent is responsible, must be paid before discounts (above 2%) are allowed on any of the family accounts.

TUITION

The schedule of tuition and general fee charges are as follows:

<i>Semester Hours</i>	<i>Semester Tuition*</i>	<i>Tuition Both Sem.</i>	<i>General Fee**</i>	<i>Grand Total</i>
1-3½	\$45 per hour		None	
4-7½	45 per hour		\$60	
8-11½	485	\$ 970	75	\$1045
12-16	585	\$1170	75	\$1245
Over 16	585 plus \$35 per sem. hr.		75	

* Audit: Tuition for audited courses will be charged at the same rate as courses taken for credit.

** The general fee charged to students registering for the second semester only is \$55 for those registering for 8 or more semester hours, and \$45 for those taking 4 to 7½ semester hours.

** The general fee, which is included with the advance payment, is refundable only if a student, entering in September, drops classwork on or before September 30. It is refundable to those students entering second semester who drop their classwork on or before February 15.

** A refund of \$15 of the General Fee is made to students who complete all requirements for graduation at the end of the first semester.

It is assumed that the students will pursue course loads equal to their financial and scholastic ability. Those residing in the residence halls or as married students living in other college housing are required to take a course load of at least eight hours, which is one half of a full-course program. The student should observe that the most economical tuition rates are applied to full course loads.

Tuition for the first semester is charged ⅓ in September, ¼ in October, ¼ in November, ¼ in December, and ⅓ in January. Tuition for the second semester is divided equally (¼ each) between the months of February, March, April, and May.

MUSIC TUITION

The charge for private music instruction is \$52.50 per semester, or \$105.00 for the year, for a minimum of 15 lessons per semester. This charge is made in eight installments of \$13.12 each, October through May. In addition to private instruction in voice, classes of from three or more students are arranged at a cost per student of \$30.00 per semester. All persons who wish to take music must enroll for it at the Office of Records even if they are not taking it for credit or if music is all they are taking. There is a \$2.00 registration fee for those who are taking music only.

FINANCIAL INFORMATION

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Each student will receive a minimum of 15 lessons per semester. Refunds will only be allowed when the instructor is not available for lessons. Music majors will not be charged for private music instruction in their applied major during their last two years in residence but will be charged tuition at the regular rate.

TUITION REFUNDS

Tuition refunds will be prorated for the actual weeks of classes attended based on an 18 week semester.

SPECIAL FEES AND MISCELLANEOUS CHARGES

The following special fees and charges are assessed separately inasmuch as they may not apply to all students nor do they occur regularly:

Application for admission	\$ 5.00
Automobile parking fee per semester	10.00
Change of program — (after registration week)	5.00
Late registration	5.00
Re-registration Fee	10.00
Credit by examination	25.00
Special examination for course waiver	5.00
Transcript	1.00
Graduation in absentia	10.00
Laboratory breakage deposit	5.00
(Refunded at the close of the course provided no breakage of equipment has resulted and locker and equipment is cleaned as prescribed.)	
Late return of organizational uniform	1.00
(The full cost will be charged if irreparably damaged or not returned.)	
Student Teaching Transportation Fee	5.00

In addition to charges for room, (apartment), board and tuition the following expense items may be charged to the student's account upon his request:

- a. Books.
- b. Approved uniforms for physical education classes and recreation.
- c. Subscriptions to professional journals as required by departments of instruction.
- d. Nursing uniforms.
- e. *Legacy* (literary publication).

HOUSING

Fifty dollars (\$50) of the Advance Payment must be paid before a room or housing reservation may be made. (See Housing Deposit)

Residence halls—Single students not living with parents are required to reside in one of the college residence halls. These accommo-

FINANCIAL INFORMATION

dations are rented for the school year and charged to the student in nine equal payments September through May. The monthly room charges are as follows:

Maude Jones Hall (New Women's Residence Hall) \$35.00

Talge Hall (Men's Residence Hall—formerly Women's) .. \$35.00

Rates include flat laundry service. Laundry in excess of flat work will be charged at regular published laundry prices.

The room charges listed above include infirmary care in the residence halls and basic services provided by the Director of Health Service at the Health Service Center.

The room charge is based on two students occupying a room. A student may, upon application to the residence hall dean, be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is \$15 monthly. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

Housing for Married Students—The College provides approximately forty-five apartments for married students. These range in size from two to four rooms and most are unfurnished. Rents range from \$26.00 to \$80.00 per month. Prospective students are invited to write to the Director of Student Finance for details.

There are fifty or more privately owned apartments in the Collegedale community. These also are available to students. Information may be obtained from the Director of Student Finance upon request.

FOOD SERVICE

The cafeteria plan of boarding is used which allows the student the privilege of choosing his food and paying only for what he selects. Board charges for students vary greatly. The average monthly charge is approximately \$55.00 for men and \$40.00 for women. Individual charges have exceeded these averages by as much as \$25.00 per month. The College applies no minimum monthly charge, but all students are urged to eat healthfully by avoiding between-meal snacks and by eating at the cafeteria where balanced meals are available.

LAUNDRY AND DRY CLEANING SERVICE

Dormitory room rates include laundry flat work. Laundry in excess of flat work and dry cleaning will be charged at regular published laundry prices.

ORLANDO AND MADISON CAMPUS EXPENSES—DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale Campus, part on the Orlando, Florida, Campus, and part on the Madison, Tennessee, Campus. Charges for tuition and other expenses follow the same schedule as for college work on the Collegedale campus. Students of nursing are responsible for transportation expenses incurred while traveling to and from clinical practice assignments.

FINANCIAL INFORMATION

Approximately \$56.00 will be needed for uniforms and \$25.00 for cape if cape is desired. The uniforms will be purchased the first semester of the sophomore year by those enrolled in the Baccalaureate program and in the first semester of the freshman year by those in the Associate in Sciences program. The cost of the uniforms only may be charged to the student's account if desired.

STUDENT TITHING

SMC encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made by the student (except for those employed at the McKee Baking Co. and in the Federal Work-Study Program) to have ten percent of his school earnings charged to his account as tithe and two percent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church. Tithe on earnings at the McKee Baking Company and from the Federal Work-Study Program must be withdrawn at the College Business Office and paid in cash.

BANKING AND CASH WITHDRAWALS

The accounting office operates a deposit banking service for the convenience of the student. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account. Withdrawals from regular expense accounts are discouraged and permitted only under special arrangement with the Director of Student Finance and with the permission of the financial sponsor.

Each student should bring approximately \$65.00 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

FINANCIAL ASSISTANCE

Grants, gifts and other contributions to SMC for operating purposes, capital expenses or for student scholarships are deductible from income subject to federal income taxes. Students applying for work, loans or scholarships should contact the Director of Student Finance, P. O. Box 370, Collegedale, Tennessee.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth," (E. G. White) SMC has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine" (E. G. White). The College not only provides a work-study program, but strongly recommends it to each student enrolled.

FINANCIAL INFORMATION

The College will assign students to departments where work is available and cannot shift students from one department to another merely upon request. It should be understood that once a student is assigned to work in a given department, he will remain there for the entire school year except in cases where changes are recommended by the school nurse or are made at the discretion of the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In case of illness, he will inform the Health Service.

In order to provide work opportunities to students, industries are operated by the College and its subsidiary corporations. The industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation, students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements will be suspended from class attendance until proper arrangements are made with the Director of Student Finance.

The Director of Student Finance for the college strives to place students on jobs to the best of his ability. For various reasons the college cannot guarantee work to a student even though his application may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work, others are erratic at meeting work assignments. It is the responsibility of the student to render acceptable service to his employer in order to maintain a job. Most beginning students start at \$1.15 per hour (higher in interstate commerce departments). The department superintendent reserves the right to dismiss the student if his service is unsatisfactory.

Birth Certificates and Work Permits—All students who expect to work and are under twenty years of age must present a Birth Certificate upon registration. This certificate must be left on file in the office of the Director of Student Finance. No student will be permitted to work until the Birth Certificate is on file at the College. This is imperative under the laws of the State of Tennessee.

Whenever a student seventeen years of age or under is registered, the College issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

LABOR FOR FOREIGN STUDENTS

Foreign students on non-immigrant visas are required by law to secure permission before accepting any employment. Forms requesting this permission are obtained from the Office of Student Affairs, and if immigration authorities grant permission, foreign students can be employed either on or off campus depending upon the type of permission granted. Foreign students with student visas are not allowed to work more than 20 hours a week. Wives may work only if they have student visas of their own or have immigrant visas.

FINANCIAL INFORMATION

FINANCIAL ASSISTANCE

FAMILY FINANCIAL STATEMENT

In order for the college to establish a definite financial need for each student who applies for financial assistance, a Family Financial Statement must be completed and mailed to the American College Testing Program before funds can be committed from any scholarship or loan fund.

This form can be obtained from a local high school or by writing to the Director of Student Finance.

VETERANS

Southern Missionary College is approved by the Veterans Administration as an accredited training institution. Those who qualify for educational benefits should contact the nearest Veterans Administration office. A certificate of eligibility must be presented before registration is completed. The Veterans Administration counseling centers will provide complete information concerning policies and procedures.

SCHOLARSHIPS AND LOANS

Southern Missionary College participates in all of the Federal Government sponsored student aid programs that are applicable to undergraduate students. These programs are described below with other scholarship and loan funds available.

Educational Opportunity Grants—The Federal Government has made available limited funds to accredited colleges from which they may provide grants to full-time students of academic or creative promise who have exceptional financial need. These grants are available in amounts of \$200-\$800. For complete information write to the Director of Student Finance.

National Defense Student Loan Fund—The Federal Government has made loan funds available under the National Defense Student Loan Program for the purpose of providing financial assistance to qualified students seeking a college education. A maximum of \$750 per year may be granted under this program. For complete information and application forms, write to the Director of Student Finance.

Nursing Student Loan Fund—The Federal Government has made loan funds available under the Nursing Student Loan Program for the purpose of providing financial assistance to qualified nursing students seeking a college education. A maximum of \$1000 per year may be available under this program. For complete information and application forms, write to the Director of Student Finance.

Government Guaranteed Loans Program—The Federal Government has made available a program through which loans from private banks to students will be guaranteed by the Federal Government. Interest on these loans will be paid by the government until the student has

FINANCIAL INFORMATION

completed his course of study. A maximum of \$1000 per year may be available under this program. For complete information and application forms, write to the Director of Student Finance.

College Work-Study Scholarships—Funds have been provided by the Federal Government to provide jobs to full-time students of academic promise at a wage scale above the normal student rates. Benefits to students are extended particularly to students from low-income families. Net earnings of approximately \$20 per week may be earned under this program. For information and application forms, write to the Director of Student Finance.

Academy Tuition Scholarships—Each year the College, in conjunction with the several local conferences of the Southern Union Conference, awards \$100 tuition scholarships to students graduating from the Southern Union academies on the following basis: one scholarship for each academy senior class of twenty-five or less, and for each additional twenty-five graduates or major fraction thereof, another \$100 scholarship is offered. These scholarship funds will be credited to the student's account at the rate of one-half at the close of each semester. The following schools are eligible to participate in this plan:

Bass Memorial Academy	Harbert Hills Academy
Collegedale Academy	Highland Academy
Fletcher Academy	Laurelbrook Academy
Forest Lake Academy	Little Creek Academy
Georgia Cumberland Academy	Madison Academy
Greater Miami Academy	Mount Pisgah Academy
	Pine Forest Academy

The candidates shall be selected by the administration and faculty of the school involved on the basis of character, scholarship, personality, and promise of future leadership.

Teacher Education Scholarships—As an aid to young people who possess talents and interest in the field of elementary school teaching, scholarships amounting to \$300 for the junior year and \$600 for the senior year each are made available by the Southern Union and local conferences of Seventh-day Adventists. SMC will provide opportunity for students on these scholarships to work a part of their remaining school expenses. For further details write to the Educational Secretary of the local conference in which you reside in the Southern Union. If you reside outside the Southern Union, write to the Superintendent of Education, Southern Union Conference, Box 849, Decatur, Georgia.

Doctor Ambrose L. Suhrie Scholarship for Elementary Teachers—An amount of at least \$250 is available each year to worthy students in training in Elementary Education.

William Iles Scholarship Fund—This fund of \$250 is applied in behalf of needy students of promise.

FINANCIAL INFORMATION

A. E. Deyo Memorial Scholarships—Each year the faculty of the Division of Nursing selects a graduating senior student to receive this award of \$50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. Calkins Student of the Year Awards—Each year an award of \$150 is made to an outstanding graduating senior student of nursing and a \$50 award is made to an outstanding junior student of nursing. The selection of the recipients is made by the faculty in cooperation with the student body of the Division of Nursing. The selection is based on quality of nursing care rendered, leadership, and citizenship.

Grants-in-Aid to Nursing Students—Seventh-day Adventist hospitals in the Southern Union Conference have funds available for Grants-in-Aid to students of Nursing in both the Associate degree and the Baccalaureate degree programs. Students who receive this aid will agree to enter nursing service for a definite period of time at the hospital from which the funds are received. Nursing students who are interested should contact the Director of Student Finance at Southern Missionary College.

McKee and Pioneer Foundation Scholarship Fund—One thousand dollars is available each year to Sophomore, Junior, and Senior students who have a grade point average of at least 2.25, who are of good character and who show financial need. Recipients of this scholarship must be employees of the McKee Baking Company either part or full time. The selection of the recipient is made by the Scholarship Committee of Southern Missionary College in cooperation with personnel from the McKee Baking Company.

Martin Foundation Scholarship—Students who are permanent residents of the State of Arkansas may apply for a scholarship from the Jane and John Martin Foundation. Students applying from high schools or academies in Arkansas must have a cumulative grade point average of 2.75 or better in Mathematics, English, Social Science, and Natural Science. College applicants must have a cumulative collegiate grade point average of 2.75 or better and must have good citizenship standing. Inquiries should be directed to the Director of Student Finance at Southern Missionary College.

Alvin Christensen Memorial Loan Fund—This fund of \$300 has been made available by Doctor and Mrs. L. N. Christensen for loan purposes to a college junior or senior majoring in biology or related fields who gives evidence of Christian sincerity, industry, satisfactory scholarship, and financial need. The interest rate of three per cent becomes effective one year after the borrower severs relationship with the College, and the principle with interest is due and payable within three years.

The Denmark Fund—This fund has been made available for loans to needy students by physicians interested in assisting young people in gaining a college education.

FINANCIAL INFORMATION

Alumni Loan Fund—A revolving fund is maintained by the alumni of the College. Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, and good scholarship. Loans are usually limited to \$100 per student.

Educational Fund—Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an educational fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist other students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this College. But the needs of worthy students have been greater than the funds on hand; consequently, it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the best results may be obtained.

United Student Aid Funds—Through this program loans are made at student's "hometown" bank and are guaranteed by United Student Aid Funds, Inc. Interest begins to accrue when the loan is made but no payment is made until course is completed. These loans are available with interest benefits from the Federal Government similar to the Guaranteed Loan Programs. In order that students may borrow through this program, Southern Missionary College is required to deposit \$1,000 for each \$12,500 in loans made available. Applications are obtained at the college. For more information, write to Director of Student Finance.

Deferred Payment of Education Costs—For students and parents desiring to pay education expenses in monthly installments, a low cost deferred payment program is available through Education Funds, Inc., a nationwide organization specializing in education financing. Repayment of funds for 4 years of college may be made over a period of 60 months. Repayments of funds for 9 months may be made over a period of 12 months. A typical loan of \$600 per semester would require 12 payments of approximately \$105.

All EFI plans include insurance on the life of the parent and the student, total and permanent disability insurance on the parent, plus trust administration in event of the parent's death or disability. Agreements may be written to cover all costs payable to the school over a four-year period in amounts up to \$14,000.

Parents desiring further information concerning this deferred payment plan should contact the Director of Student Finance or Education Funds, Inc., 10 Dorrance Street, Providence, Rhode Island 02901.

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A. J. Swinson Scholarship Fund—\$900 is made available each year for financial assistance to worthy students of promise. Please write to Director of Student Finance for further information.

Miscellaneous Funds—A limited amount of money in various scholarship and loan funds is available to students of promise who are in financial need. For information write to the Director of Student Finance.

SMC TRUSTEES

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Vernon W. Becker

W. O. Coe

Desmond Cummings

C. E. Dudley

Frank Hale

I. H. Ihrig

William Iles

O. R. Johnson

W. B. Johnson

E. L. Marley

Sam Martz

Robert Morris

A. C. McKee

O. D. McKee

E. S. Reile

L. C. Waller

W. D. Wampler

Don W. Welch

J. H. Whitehead

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ADVISORY

Frank A. Knittel

Charles Fleming

COLLEGE ADMINISTRATION

COLLEGE ADMINISTRATION

W. M. Schneider, Ph.D. President

ACADEMIC

Frank A. Knittel, Ph.D. Academic Dean

Cyril F. W. Fitcher, Ed.D. Director of Admission and Records

Mary Elam, M.A. Assistant Director of Admission and Records

BUSINESS

Charles Fleming, Jr., M.B.A. General Manager
of Finance and Development

William Hulsey Manager of College Subsidiary Corporations

Kenneth Spears, B.S. Manager of College

Robert Merchant, M.B.A., C.P.A. Treasurer

Louesa R. Peters, B.A. Assistant Treasurer

Laurel Wells Director of Student Finance

STUDENT PERSONNEL SERVICES

Delmar Lovejoy, M.A. Dean of Student Affairs

Harold E. Kuebler, M.A. Dean of Men

Eris W. Kier, M.A. Residence Hall Director

Grieta DeWind, B.S. Dean of Women

Fae Rees, B.A. Women's Residence Hall Counselor

Doris Irish, B.A. Assistant Dean of Women

Mary Lou Cummings, B.S. Assistant Dean of Women
(Madison Campus)

Edna Stoneburner, B.S. Associate Dean of Women
(Orlando Campus)

Everett T. Watrous, Ed.D. Director of Counseling Service

J. M. Ackerman, Ed.D. Director of Testing

Marian Kuhlman, R.N. Director of Health Service

T. C. Swinyar, M.D. College Physician

John R. Loor, B.A. College Chaplain

Rankin Wentland, B.A. Associate College Chaplain

COLLEGE ADMINISTRATION

PUBLIC RELATIONS AND DEVELOPMENT

William H. Taylor, M.A.	Director of College Relations
Mabel Wood, M.A.	Assistant Director of Alumni Relations

LIBRARY

Charles Davis, M.A.	Librarian
S. D. Brown, M.A.	Associate Librarian
Eileen Drouault, B.A.	Assistant Librarian
Marion Linderman, M.S. in L.S.	Assistant Librarian
Marianne Evans, M.S. in L.S.	Assistant Librarian (Orlando Campus)
Elizabeth Cowdrick, M.S. in L.S.	Assistant Librarian (Madison Campus)

SUPERINTENDENTS OF AUXILIARY AND VOCATIONAL SERVICES

Harley Wells	Custodian
Francis Costerisan	Building and Grounds
Grover Edgmon	Collegedale Laundry
Wayne Barto	Collegedale Bindery
Frank Fogg	College Broom Factory
John Goodbrad	Collegedale Distributors
Noble Vining	College Press
Ransom Luce	College Cafeteria
W. W. Platt	Security Officer
Bruce Ringer	Southern Mercantile
H. A. Woodward	College Market

FACULTY DIRECTORY

FACULTY DIRECTORY

EMERITI

Theresa Rose Brickman, M.Ed., *Associate Professor Emeritus of Secretarial Science*
B.A., Union College; M.Ed., University of Oklahoma.

Ruby E. Lea, B.A. *Registrar Emeritus*
B.A., Union College.

Don C. Ludington, M.A., *Associate Professor Emeritus of English*
B.A., Emmanuel Missionary College; B.S., George Peabody College for Teachers; M.A., George Peabody College for Teachers.

Olive Westphal, M.A., *Associate Professor Emeritus of Modern Languages*
B.A., Pacific Union College; M.A., University of Southern California. (1960)

J. Mabel Wood, M.A., *Associate Professor Emeritus of Music*
B.A., Union College; M.A., University of Nebraska.

INSTRUCTIONAL FACULTY

Dorothy Evans Ackerman, M.Music, *Associate Professor of Music*
B.A., Atlantic Union College; M.Music, University of Chattanooga. (1957)

James M. Ackerman, Ed.D., *Professor of Education*
B.S., Union College; M.A., University of Nebraska; Ed.S., George Peabody College for Teachers; Ed.D., University of Tennessee. (1957)

Bruce Ashton, M.Mus., *Assistant Professor of Music*
B.Mus., Capital University; M.Mus., American Conservatory of Music. (1968)

*Rudolph Aussner, M.A., *Assistant Professor of Modern Languages*
B.Th., Canadian Union College; M.Ed., Andrews University; M.A., University of Notre Dame. (1964)

Douglas Bennett, B.D., *Associate Professor of Religion*
B.A., Southern Missionary College; M.A., Andrews University; B.D., Andrews University. (1961)

Geneva Bowman, M.S., *Associate Professor of Nursing*
B.S., Madison College; M.S., Loma Linda University. (1964)

FACULTY DIRECTORY

- Stanley D. Brown, M.A., *Associate Professor of Library Science*
B.A., Columbia Union College; B.A. in L.S., University of North Carolina; M.A., University of Maryland; M.A., Ohio State University. (1935)
- Miriam Bruce, M.A., *Associate Professor of Nursing*
B.S., Columbia Union College; M.S., New York University. (1963)
- *Kenneth Burke, M.S.Ed., *Instructor in Chemistry*
B.S., Southern Missionary College; M.S.Ed., Clemson University. (1963)
- M. D. Campbell, Ph.D., *Associate Professor of Chemistry*
B.A., Union College; Ph.D. Purdue University. (1968)
- Alma Chambers, M.A., *Associate Professor of Psychology*
B.A., Columbia Union College; M.A., University of Redlands. (1965)
- Ann Clark, M.A.T., *Instructor in English*
B.A., Southern Missionary College; M.A., University of Chattanooga. (1965)
- Jerome Clark, Ph.D., *Professor of History*
B.Th., Atlantic Union College; M.Ed., University of Maryland; M.A., S.D.A., Theological Seminary; Ph.D., University of Southern California. (1959)
- John Christensen, Ph.D., *Professor of Chemistry*
B.A., Union College; M.A., University of Nebraska; Ph.D., Michigan State University. (1955)
- Thelma Cushman, M.A., *Associate Professor of Home Economics*
B.A., Pacific Union College; M.A., Pacific Union College; M.A., Michigan State University. (1957)
- C. E. Davis, M.A., *Assistant Professor of Mathematics*
B.S., Walla Walla College; B.S., University of Washington; M.S., Andrews University. (1963)
- Charles Davis, M.S.L.S., *Assistant Professor of Library Science*
B.A., Union College; M.A., Kansas State University; M.S.L.S., University of Southern California. (1968)
- Doris Davis, B.S., *Instructor in Nursing*
B.S., Loma Linda University. (1966)
- Cyril Dean, Ed.D., *Professor of Physical Education*
B.S., Pacific Union College; M.Ed., University of Maryland; Ed.D., Peabody College for Teachers. (1961)
- Olivia Brickman Dean, M.Ed., *Associate Professor of Education*
B.A., Union College; M.Ed., University of Oklahoma. (1943)

FACULTY DIRECTORY

- Donald Dick, Ph.D., *Professor of Speech*
B.A., Union College; M.A., University of Nebraska;
Ph.D., Michigan State University. (1968)
- Elfa Edmister, M.N., *Associate Professor of Nursing*
B.S., Madison College; M.N., Emory University. (1963)
- Marianne Evans, MSLS., *Assistant Professor of Library Science*
B.S., Andrews University; MSLS, University of Southern
California. (1966)
- Charles Fleming, Jr., M.B.A. *Associate Professor of Business Adminis-
tration*
B.A., Emmanuel Missionary College; M.B.A., Northwestern Uni-
versity. (1946)
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FACULTY DIRECTORY

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B.A., Andrews University. (1968)

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FACULTY DIRECTORY

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FACULTY COMMITTEES

The president serves as *ex officio* member of all faculty committees. The person listed first serves as the chairman and the second person as the vice chairman.

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PRESIDENT'S COUNCIL: W. M. Schneider, Frank A. Knittel, Thelma Cushman, Cyril Dean, Grieta DeWind, Charles Fleming, Jr., Cyril Futchter, Lawrence Hanson, Gordon Hyde, Harold Kuebler, John R. Loor, Delmar Lovejoy, Kenneth Spears, W. H. Taylor, Del LaVerne Watson.

ADMISSIONS, LOANS, AND SCHOLARSHIPS: Cyril Futchter, Frank A. Knittel, Delmar Lovejoy, Kenneth Spears, W. H. Taylor, Laurel Wells.

ACADEMIC AFFAIRS: Frank A. Knittel, Cyril Futchter, John Christensen, J. L. Clark, Charles Davis, Donald Dick, Gordon Hyde, K. M. Kennedy, Marvin Robertson, Wayne VandeVere, Del LaVerne Watson, Heads of Departments by invitation for curricula studies.

COLLEGE RELATIONS AND DEVELOPMENT: W. H. Taylor, Charles Fleming, Jr., Genevieve McCormick, Marvin Robertson, W. M. Schneider.

STUDENT AFFAIRS: Delmar Lovejoy, Frank Knittel, Douglas Bennett, Grieta DeWind, Cyril Futchter, Harold Kuebler, Marian Kuhlman, Ransom Luce, Marvin Robertson, Kenneth Spears, Wayne VandeVere.

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Lyceum and Fine Arts: Wayne VandeVere, Thelma Cushman, Cecil Davis, H. H. Kuhlman, Robert Merchant, Marvin Robertson, Cecil Rolfe, Richard Stanley.

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RELIGIOUS INTERESTS: Gordon Hyde, Frank Holbrook, Grieta DeWind, Ray Hefferlin, Wayne Janzen, Harold Kuebler, John R. Loor, Delmar Lovejoy, LaVeta Payne.

FACULTY COMMITTEES

GUIDANCE AND TESTING: Delmar Lovejoy, Everett Watrous, J. M. Ackerman, Alma Chambers, Grieta DeWind, Harold Kuebler, Evelyn Lindberg, LaVeta Payne.

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The following ad hoc committees function under the general supervision of the Academic Dean: Ministerial Recommendations; Medical Student Recommendations.

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Not to be taken

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APRIL

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3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	
31						

JUNE

M	T	W	T	F	S	
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

JULY

S	M	T	W	T	F	S
			1	2		
6	7	8	9			
13	14	15	16			
20	21	22	23			
27	28	29	30			

AUGUST

SOUTHERN COLLEGE MCKEE LIBRARY



TMS084651

SEPTEMBER

T	W	T	F	S	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOT TO BE TAKEN
FROM LIBRARY

